



# Development Services

## *Section B*

Sutter County Development Services is a large department with several divisions having to do with planning and building the community, as well as code enforcement, environmental services, and the road division.

# Development Services Department Administration (2-721)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					
Unit Title: DEVELOPMENT SERVICES ADMIN				Dept: 2721	
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/03/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	1,093,624	828,961	1,226,444	1,232,154	0.5
SERVICES AND SUPPLIES	225,546	89,658	309,961	141,272	-54.4
OTHER CHARGES	83	0	25	75	200.0
INTRAFUND TRANSFERS	-545,974	-194,656	-775,739	-678,167	-12.6
OTHER FINANCING USES	4,972	5,014	5,283	6,068	14.9
NET BUDGET	778,251	728,977	765,974	701,402	-8.4
<b>REVENUE</b>					
LICENSES, PERMITS, FRANCHISES	10	8	5	5	0.0
CHARGES FOR SERVICES	405,215	314,618	553,067	411,399	-25.6
MISCELLANEOUS REVENUES	39,099	27,670	72,944	28,640	-60.7
OTHER FINANCING SOURCES	162	0	0	0	0.0
TOTAL OTHER REVENUE	444,486	342,296	626,016	440,044	-29.7
<b>UNREIMBURSED COSTS</b>	333,765	386,681	139,958	261,358	86.7
<b>ALLOCATED POSITIONS</b>	11.00	11.00	12.00	13.00	8.3

## Purpose

The Development Services Department directly serves the public by providing a one-stop development center and is responsible for the following functions:

- Building Permit and Inspection
- Code Enforcement
- Environmental Health & CUPA
- Planning (development, land use, and zoning)
- Public Works (airport, project management, engineering services, road maintenance, special districts, and water resources)

The Development Services Administration budget unit is comprised of the Development Services Director, Administration & Finance Manager, administrative support staff, and finance staff.

The Administration Division supports the Countywide Goals through their oversight of the Department's financials. In the fiscal year, the Division will generate quarterly financial reports for the Capital Improvement Projects which will assist with the implementation of the County's Financial Strategic Plan.

## **Major Budget Changes**

### **Salaries & Benefits**

- (\$ 90,199) Decrease in Salaries and Benefits due to the deletion of one Accountant I position
- \$ 78,327 Increase in Salaries and Benefits due to the addition of one full-time Office Assistant III position
- \$114,568 Increase in Salaries and Benefits due to the addition of one full-time Project Coordinator position (funded by Building and Engineering fees)
- \$ 7,488 Increase related to the promotion of one Accounting Technician I to Accounting Technician II

### **Services & Supplies**

- (\$50,000) Decrease to Professional/Specialized Services due to no requests for professional services
- (\$92,000) Decrease to Office Equipment due to minimal anticipated requests for additional office furniture/equipment

### **Intrafund Transfers**

- \$29,822 Decrease in Intrafund Administration Services (shown as a negative expense)
- \$68,147 Increase in Intrafund Cost Plan charges as provided by the Auditor-Controller's Office

### **Revenues**

- (\$127,476) Decrease in Interfund DS Admin – Services due to less project work by the Director
- (\$ 44,304) Decrease in Contribution from other Agencies Sutter County due to anticipation of WWD#1 water system transfer

## **Program Discussion**

The major functions of the Development Services Administration Division are:

- Complete budget development and financial management of Divisions within the Department
- Grants administration
- Personnel, payroll, accounts receivable, accounts payable, and records management
- Support staff for counter services for incoming permits for Building, Planning, Code Enforcement, Environmental Health, CUPA, Road, Water Resources, and Engineering

Development Services Administration Division support staff members process invoices, direct incoming telephone inquiries from the public, and maintain time-and-materials financial accounts for project applications. The finance section prepares all required journal entries and handles vendor inquiries. In addition, the finance section maintains a cost accounting management computer system for the Road Fund. The Division supports and responds to a number of audits and inquiries each year.

Administrative staff also provides monthly support to the Planning Commission, the Public Works Support Service Committee, and the Gilsizer County Drainage District.

The division works with the Regional Housing Authority of Sutter, Nevada, Yuba and Colusa Counties to coordinate Community Development Block Grant (CDBG) applications overseen by the Housing Authority.

## **Development Services Department Projects**

Current projects overseen by the Director of Development Services and Department staff in all Divisions include:

- Wastewater and Water development for Sutter Pointe
- Groundwater Management Plan-Sustainable Groundwater Management Act (SGMA)
- Developing collaboration with the numerous water entities in Sutter County
- Inter-jurisdictional Roadway project (Placer County)
- Robbins – water/wastewater, water meters grant, arsenic treatment plant plan, rates, etc.
- 200-yr Natomas Basin internal drainage
- Northern Sacramento Valley Integrated Regional Water Management Plan (IRWMP)
- NPDES (National Pollution Discharge Elimination System)
- Habitat conservation plans (Butte, Placer, Yolo)
- Community Development Block Grant (CDBG)
- Natomas Basin Conservation Plan
- Greenbriar Development Project
- Natomas Vision Plan
- Ordinance updates

- Drought issues as it relates to Habitat Plans and coordination with the wildlife agencies

## Recommended Budget

Recommended FY 2020-21 appropriations are \$701,402. This is a decrease of \$64,572 (8.4%) over the FY 2019-20 Adopted Budget. The General Fund provides 37.3% of the financing for this budget unit and is increased by \$261,358 (86.7%) compared to the FY 2019-20 Adopted Budget. This increase is offset by corresponding decreases in other Development Services budget units.

This budget includes the following personnel requests:

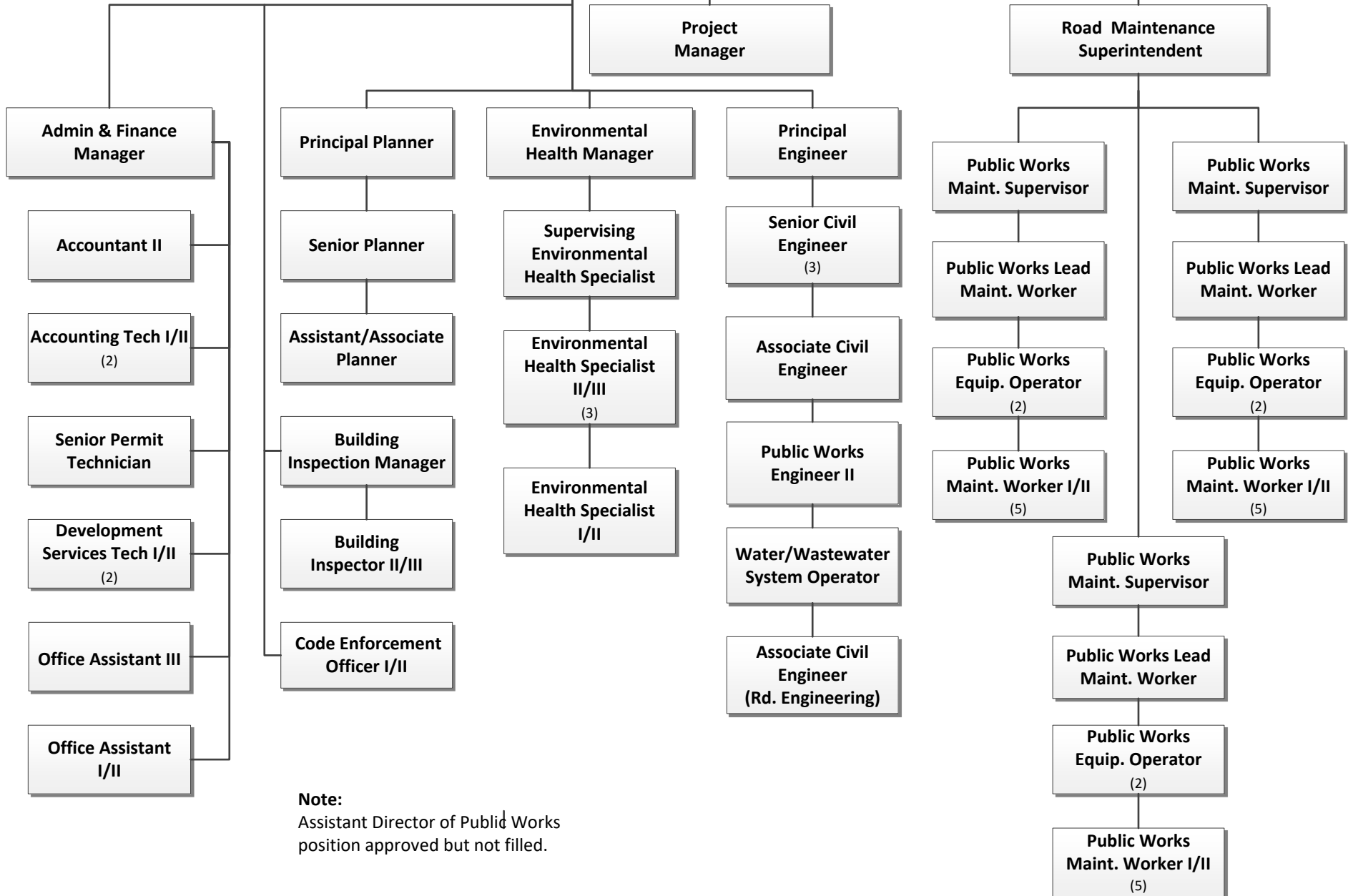
- Deleting an Accountant I position
- Adding an Office Assistant III position to be funded by the savings from the Accountant I position
- Adding a Project Coordinator position for coordination of customer service and department permit processes. The position will be funded through building and engineering fees.
- Making two (2) Accounting Technician I positions flexible Accounting Technician I/II positions with one of those being moved to the II position when appropriate based on performing advanced duties

## Use of Fund Balance

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

# Development Services FY 2020-2021

*Recommended*



**Note:**  
Assistant Director of Public Works position approved but not filled.

# Development Services Department Capital Improvement Projects (1-800)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0016 - CAPITAL PROJECTS			Dept: 1800		
Unit Title: PLANT ACQUISITION					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/08/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	16,605	210,836	300,000	0	-100.0
OTHER CHARGES	0	0	37,891	18,448	-51.3
CAPITAL ASSETS	528,505	1,195,593	2,328,870	481,552	-79.3
NET BUDGET	545,110	1,406,429	2,666,761	500,000	-81.3
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	110,641	0	0	0	0.0
MISCELLANEOUS REVENUES	0	16,148	0	0	0.0
OTHER FINANCING SOURCES	545,109	1,251,838	2,666,761	500,000	-81.3
TOTAL OTHER REVENUE	655,750	1,267,986	2,666,761	500,000	-81.3
<b>UNREIMBURSED COSTS</b>	-110,640	138,443	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

This budget was previously known as Plant Acquisition and was in General Fund 0001, budget unit 1801. Beginning in FY 2018-19, these Capital Improvement Projects moved to the Capital Project Fund (0016), Capital Improvement Projects budget unit (1-800).

This budget unit, which is managed by the Development Services Department, reflects all major County capital improvement and maintenance projects. The budget is prepared jointly by the County Administrator's Office, the Development Services Department, and the General Services Department.

## Program Discussion

Capital improvement projects are funded by a variety of funding sources, including State grants, Special Revenue funds, and the County General Fund. Since these projects are no longer in the General Fund, each project has transfer in funding that offsets the expenditures. The project ledgers show the corresponding revenues and clearly demonstrate when a project has been fully reimbursed.

Capital Improvement project thresholds are based on the County's Capital Asset Policy and are budgeted within the Capital Asset expenditure accounts. If the project is projected to be completed within one year, it is budgeted in this budget unit. If the project is projected to cross multiple fiscal years it is budgeted in a separate budget unit within the Capital Projects Fund. Further details of these projects are presented in the narrative for the Capital Projects Fund within the General Government section of the FY 2020-21 Recommended Budget.

## Recommended Budget

Recommended FY 2020-21 appropriations are \$500,000. The recommendation includes continuation of **Project C191800001**: 1160 ADA Phase II/1130 1<sup>st</sup> Floor Restroom ADA. This is funded half by Development Impact Fees and the other half by the General Fund. This project was authorized under the FY 2019-20 budget and continuing in FY 2020-21.

New capital project requests for FY 2020-21 have been received and reviewed, but they are being deferred until a later time when funding becomes available.

Since 2011, Sutter County has been making ongoing improvements to its facilities to ensure compliance with the Americans with Disabilities Act. For FY 2020-21, the County will continue these improvements, with the project considered for 1160 Civic Center Boulevard.

It is recommended that authorization be given, effective July 1, 2020, to continue work on the prior year projects, while waiting for the adoption of the final budget resolution.

Both the Development Services and General Services departments concur with this recommendation.

## Use of Fund Balance

Funding for this project was already dedicated in FY 2019-20, and is being continued to FY 2020-21.

This one-time revenue is included in the Cancellation of Obligated Fund Balance account (#49995) in the General Revenues (1-209) budget unit and use of fund balance transferred from the Developer Impact Fees – General Government (Fund 0101).



# Development Services Department County Airport (3-200)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: <b>0005 - COUNTY AIRPORT</b>					
Unit Title: <b>COUNTY AIRPORT</b>					Dept: <b>3200</b>
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 05/29/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	28	10	150	125	-16.7
OTHER CHARGES	58,763	19,199	25,871	34,118	31.9
INCREASES IN RESERVES	0	0	16,573	8,351	-49.6
NET BUDGET	58,791	19,209	42,594	42,594	0.0
<b>REVENUE</b>					
TAXES	10,509	9,015	14,000	14,000	0.0
REVENUE USE MONEY PROPERTY	19,611	18,089	18,594	18,594	0.0
INTERGOVERNMENTAL REVENUES	10,000	10,000	10,000	10,000	0.0
TOTAL OTHER REVENUE	40,120	37,104	42,594	42,594	0.0
<b>UNREIMBURSED COSTS</b>	18,671	-17,895	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The County Airport is a class A-II airport, established in 1947. The airport's single paved runway is 3,040 feet long and 75 feet wide. The runway has edge lighting, runway end lights, a lighted segmented circle and a visual approach slope indicator for the northern approach. The airport is limited to visual flight operations.

The airport has 19 hangar buildings with 58 hangar spaces and five commercial tenants. The asphalt concrete apron contains 113 total tie-down spaces - 85 rentals and 28 transients. Services available at the airport include aircraft repair and fuel sales.

On April 22, 2014, the Board of Supervisors approved a Facilities Management Agreement with the Sutter Buttes Regional Aviation Association (SBRAA) for management services at the Sutter County Airport for a period of 10 years from July 1, 2014 through June 30, 2024, with the budget managed by the Development Services Department.

The State of California Department of Transportation Division of Aeronautics (Caltrans) and the Federal Aviation Administration (FAA) certify the Sutter County Airport as a General Aviation airport. The Airport is eligible for FAA and Caltrans grants to improve the existing facilities to FAA standards.

In FY 2019-20, the Board of Supervisors approved the siting of the AeroSTEM Academy to the Airport. The Academy is a state charter school that offers an academic program to sixth through

twelfth graders and the enrollment is expected to range between 125 and 200 students. Following approvals from the state Office of the Architect and the Caltrans Division of Aeronautics, the Board of Supervisors considered and then approved the project which initially located six modular classrooms to the asphalt transient apron and required approximately \$500,000 in infrastructure improvements, which were financed through a combined effort by the SBRAA and AeroSTEM Academy.

## Major Budget Changes

No major budget changes

## Program Discussion

The Board of Supervisors approval of the Facilities Management Agreement with SBRAA effectively transferred responsibility for the day-to-day operation and management of the County Airport to SBRAA.

The Agreement includes the following provisions:

- The property to be leased to SBRAA for management includes everything inside the airport perimeter fence.
- The County will remain the owner of record and is responsible for the safe and efficient operation of the Sutter County Airport and for compliance with all Federal regulations and obligations
- SBRAA agrees to manage the airport within all Federal, State, and local regulations
- Any future building must be approved by the Sutter County Board of Supervisors
- SBRAA agrees to provide all day-to-day operations including, but not limited to:
  - Billing
  - Setting rental rates
  - Maintenance and repairs
  - Fiscal management and reporting
  - Inspections
- SBRAA is to provide the required insurances

One County Engineer is designated as the Airport Manager. Per the agreement with SBRAA, each year 40 hours of management time is contributed to the County Airport and is considered the Sutter

# Development Services Department County Airport (3-200)

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*Neal Hay, Director*

County contribution to the Airport. The Department Director acts as the liaison with the SBRAA. The County is also responsible for annual Cost Plan charges.

## Recommended Budget

FY 2020-21 appropriations are recommended at \$42,594 which is the same amount as the FY 2019-20 Adopted Budget. Beyond in-kind management and waiver of Cost Plan charges, this budget unit does not receive any funding from the General Fund. Funding for this program now comes from the non-airport use entities land lease payments.

## Use of Fund Balance

This fund contains a Committed Fund Balance in the amount of \$54,095, as of July 1, 2019. It is estimated the Committed Fund Balance will equal \$62,611 at July 1, 2020.

The FY 2020-21 Recommended Budget includes an Increase in Committed Fund Balance in the amount of \$32,273

# Development Services Department Engineering Services (1-920)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: <b>0001 - GENERAL</b>				Dept: <b>1920</b>	
Unit Title: <b>ENGINEERING SERVICES</b>					
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 05/29/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	920,769	872,846	1,003,362	996,748	-0.7
SERVICES AND SUPPLIES	110,854	47,931	76,880	80,996	5.4
OTHER CHARGES	0	19,685	0	0	0.0
INTRAFUND TRANSFERS	-128,869	-96,494	-64,331	-19,712	-69.4
OTHER FINANCING USES	8,250	8,625	8,796	9,514	8.2
<b>NET BUDGET</b>	<b>911,004</b>	<b>852,593</b>	<b>1,024,707</b>	<b>1,067,546</b>	<b>4.2</b>
<b>REVENUE</b>					
LICENSES, PERMITS, FRANCHISES	2,260	1,356	2,260	2,300	1.8
INTERGOVERNMENTAL REVENUES	837	355	0	0	0.0
CHARGES FOR SERVICES	581,569	438,199	745,240	839,055	12.6
MISCELLANEOUS REVENUES	147,498	136,023	235,802	81,814	-65.3
<b>TOTAL OTHER REVENUE</b>	<b>732,164</b>	<b>575,933</b>	<b>983,302</b>	<b>923,169</b>	<b>-6.1</b>
<b>UNREIMBURSED COSTS</b>	<b>178,840</b>	<b>276,660</b>	<b>41,405</b>	<b>144,377</b>	<b>248.7</b>
<b>ALLOCATED POSITIONS</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.0</b>

## Purpose

Engineering Services is responsible for Capital Improvements in the County including the design and construction of improvements and major repairs to all the County's infrastructure: roads, bridges, building facilities, and Water Resource facilities. The Division also reviews and develops standards for new development projects. The Engineering Services budget unit is managed by the Development Services Department.

The Engineering Division's role in the County is to maintain and improve the public infrastructure for the benefit of our citizens. The Division often must seek and develop project or program solutions under financial constraints, from either County funds or outside funding sources. The staff provide expertise over a very broad range of specialties and often rely upon consultants to assist with the timely execution of their work. In the fiscal year, the Division will complete the construction phases of the Larkin Road Bridge Replacement project as well as the Fortna Road Bridge Replacement project.

## Major Budget Changes

### Salaries & Benefits

- (\$158,939) Decrease due to the deletion of one (1.0 FTE) Associate Civil Engineer

# Development Services Department Engineering Services (1-920)

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*Neal Hay, Director*

- (\$53,895) Reduction in Extra Help due to no planned use of Extra Help in FY 2020-21
- (\$176,341) Increase in Salary Savings due to a precise analysis of vacancies in order to meet budget target
- \$198,393 Increase due to the addition of one (1.0 FTE) Principal Engineer position

## Intrafund Transfers

- \$25,079 Decrease in Intrafund Engineering transfers revenue (shown as a negative expense) to account for Engineering time spent on Water Resources projects

## Revenues

- \$91,955 Increase in Interfund Engineering charges for reimbursement of work done for other departments or divisions
- (\$153,988) Decrease in Engineering charges for reimbursement of work done for other agencies

## Program Discussion

The Engineering Services budget unit provides funding for County engineering services, including services for the Road Fund, services required by the Water Resources Division and services required by Water/Wastewater Facilities. Much of the staff time for this budget unit is reimbursed by other Development Services Department budget units through the Inter/Intrafund Engineering accounts. Staffing for FY 2020-21 includes the deletion of an Associate Civil Engineer position and the addition of a Principal Engineer position compared to FY 2019-20.

The Engineering Division provides the following types of services:

- Processes development permits, plan reviews, and drafts specific conditions of approval for planning applications
- Designs and oversees the construction of county buildings and building improvements
- Provides general engineering support to county activities such as the Road Fund, on a reimbursable basis
- Designs and performs contract management for infrastructure maintenance, expansion, and replacement including road rehabilitation projects and bridge replacement projects
- Provides pavement management planning, traffic planning and coordinates bridge maintenance
- Identifies potential projects, develops grant applications, administers consultant contracts and oversees all aspects of design and construction regarding the Sutter County Airport
- Completes Encroachment/Transport permitting
- Provides Capital Improvement Project programming and budgeting

# Development Services Department Engineering Services (1-920)

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*Neal Hay, Director*

- Develops and executes the Annual Road Plan for all road and bridge work

On a reimbursable basis, Engineering Services staff will assist in selected design and maintenance related activities for other budget units such as:

- Airport (by agreement with SBRAA)
- Building Maintenance
- Capital Projects
- Parks and Recreation - including boat launch facilities
- Road Fund
- Streetlight Districts
- Water Agency/Water Resources

Staff responds to counter inquiries requesting information on maps, surveys, development, traffic, roads, water resources, and the processing of related fees.

The County Surveyor's Office is included in this budget unit. The Engineering Division assists in some of the County Surveyor functions, such as:

- Reviews and processes subdivision maps, lot line adjustments, and records of surveys
- Maintain records of the County real property and public rights-of-way

## Recommended Budget

Recommended FY 2020-21 appropriations are \$1,067,546 which is an increase of \$42,839 (4.2%) over the FY 2019-20 Adopted Budget. The General Fund provides 13.5% of the financing for this budget and has increased \$102,972 (248%) over the FY 2019-20 Adopted Budget. This increase is offset by decreases in other Development Services budget units that have Net County Costs.

The following position changes are recommended to be effective as of July 1, 2020 for a zero net FTE change:

- Delete one (1.0 FTE) Associate Civil Engineer
- Add one (1.0 FTE) Principal Engineer position

## Use of Fund Balance

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: <b>0001 - GENERAL</b>				Dept: <b>2725</b>	
Unit Title: <b>ENVIRONMENTAL HEALTH</b>					
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 05/29/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	757,335	705,273	786,877	808,757	2.8
SERVICES AND SUPPLIES	48,298	33,725	53,994	65,063	20.5
CAPITAL ASSETS	23,478	0	0	0	0.0
INTRAFUND TRANSFERS	-60,789	-55,608	-13,414	-30,781	129.5
OTHER FINANCING USES	3,120	3,212	3,315	3,664	10.5
NET BUDGET	771,442	686,602	830,772	846,703	1.9
<b>REVENUE</b>					
LICENSES, PERMITS, FRANCHISES	323,844	275,363	267,800	342,900	28.0
CHARGES FOR SERVICES	444,578	349,997	562,972	503,803	-10.5
OTHER FINANCING SOURCES	2,730	0	0	0	0.0
TOTAL OTHER REVENUE	771,152	625,360	830,772	846,703	1.9
<b>UNREIMBURSED COSTS</b>	290	61,242	0	0	0.0
<b>ALLOCATED POSITIONS</b>	6.00	6.00	6.00	6.00	0.0

## Purpose

Environmental Health’s mission is to protect and enhance the public’s health through the control of potentially harmful materials, organisms, and conditions that may cause illness and injury by unsafe or unsanitary conditions, through inspections, review of facility plans, and enforcement activities. The activities of the Division are mandated by the California Health and Safety Code, California Plumbing Code and various County ordinances.

## Major Budget Changes

### Intrafund Transfers

- (\$60,470) Increase in Intrafund Certified Unified Program Agency charges/revenue (shown as a negative expense)
- \$51,037 Increase due to increases in Intrafund Administration Services charges

### Revenues

- \$46,350 Increase in Food Facility Permits based on trends and fee schedule update

### Charges for Services

- (\$60,419) Decrease in Interfund Environmental Health transfer from Public Health

## Program Discussion

Environmental Health conducts inspections of food facilities, body art facilities, onsite sewage disposal systems, water wells, monitoring wells, state small water systems, jail facilities, and public pools and spas. The Division may investigate issues related to vector control activities, and health and safety complaints. In addition, through the Certified Unified Program Agency (2-727) budget unit, it conducts inspections and provides consultation to businesses that handle and store hazardous materials.

The Division includes three primary programs:

### Environmental Health Consumer Protection

The Consumer Protection Program's mission is to prevent illness and injury caused by unsafe or unsanitary conditions through 1) inspections and enforcement activities, and 2) the review of plan applications for food facilities, body art facilities and pool construction.

The Consumer Protection Program will continue to implement a new Food Facility Color Coded Placarding Program. The program will help to highlight the activities of the division, increase public awareness, improve facility compliance and reduce factors which may result in foodborne illness.

The Consumer Protection Program consists of several elements, including food facilities inspections cottage food operation, substandard housing investigations, environmental childhood lead assessments, vector control activities, jail inspections, household garbage control, and monitoring of pools, spas, body art and safe drinking water supply of regulated facilities.

Staff regularly contacts and prepares for inspection of individual water systems serving retail food facilities and state small water systems, evaluating the water test results and site conditions for safe drinking water compliance with the existing Health and Safety Code.

### Environmental Health Land Use

The Land Use Program lends support to the Development Services Department to ensure that land use permit entitlements granted by the County prevent health hazards and to mitigate environmental degradation resulting from improperly planned developments. The Land Use Program reviews adopted land use development and construction projects referred to the Planning and Building Division relative to liquid waste and drinking water supplies.

The Land Use Program protects public health through the implementation of a Local Agency Management Program (LAMP) which ensures proper sizing, design, construction, and operation of onsite sewage disposal systems. The program reviews and approves the design and construction



of new onsite sewage disposal systems and repairs to sites where these systems have failed. The Land Use Program is also required to provide an annual report to the Central Valley Regional Water Quality Control Board of activities associated with the LAMP.

### **Hazardous Materials Program**

The description of the Hazardous Materials Program is included in the Certified Unified Program Agency (CUPA) budget unit (2-727).

### **Recommended Budget**

Recommended FY 2020-21 appropriations are \$846,703, which is an increase of \$15,931 (1.9%) over FY 2019-20. There is no Net County Cost associated with this budget unit. Permit revenues and an Interfund transfer from the Health Fund (1991 Realignment funding) cover all costs of the Environmental Health program. The contribution from the Health Fund is recommended at \$469,553 a decrease of \$60,419 (11%) over FY 2019-20.

### **Use of Fund Balance**

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

**Development Services Department  
 Certified Unified Program Agency (2-727)**

*Neal Hay, Director*

<b>COUNTY OF SUTTER                  EXECUTIVE SUMMARY                  Fiscal Year 2020-2021</b>					
Fund: <b>0001 - GENERAL</b>					Dept: <b>2727</b>
Unit Title: <b>CUPA</b>					
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 06/07/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	22,484	23,661	24,665	40,012	62.2
INTRAFUND TRANSFERS	246,849	206,348	248,298	243,597	-1.9
NET BUDGET	269,333	230,009	272,963	283,609	3.9
<b>REVENUE</b>					
INTERGOVERNMENTAL REVENUES	60,000	60,000	60,000	60,031	0.1
CHARGES FOR SERVICES	209,333	206,455	212,963	223,578	5.0
TOTAL OTHER REVENUE	269,333	266,455	272,963	283,609	3.9
<b>UNREIMBURSED COSTS</b>	0	-36,446	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

Certified Unified Program Agency (CUPA) is a program contained within the Environmental Health Division. CUPA is certified by the Secretary of the CalEPA to implement the CalEPA Unified Program elements in the Sutter County, including the incorporated cities within the County.

The purpose of CUPA is to prevent or mitigate damage to the health and safety of persons and the environment in Sutter County from the release, or threatened release, of hazardous materials.

## Major Budget Changes

### Services & Supplies

- \$17,195 Increase to ISF IT Direct Charges as provided by IT Services

### Intrafund Transfers

- \$56,280 Increase due to increase in Intrafund Certified Unified Program Agency charges
- (\$62,329) Decrease in Intrafund Administration Services charges due to internal process change on charging out admin staff time

## Revenues

- \$10,600 Increase in Hazardous Materials Permits based on trends and fee schedule update

## Program Discussion

The CUPA Program is responsible for regulating the:

- Hazardous Materials Business Plans and Inventories (Business Plans)
- Hazardous Waste Generator and Onsite Hazardous Waste Treatment Programs (tiered permitting)
- Underground Storage Tank Program
- Aboveground Petroleum Storage Act (APSA) Program
- California Accidental Release Prevention (CalARP) Program
- Area Plans for hazardous materials emergencies
- Uniform Fire Code Hazardous Material Management Plan and Hazardous Material Inventory Statements

CUPA provides on-site inspections and consultations to businesses that handle and store hazardous materials. It also investigates hazardous materials complaints from the public. In the event of significant noncompliance, CUPA may enforce hazardous materials laws and regulations through an administrative enforcement order process under the authority of the Health and Safety Code and can refer cases to the District Attorney.

Occasionally CUPA receives final judgement funds during statewide enforcement settlement cases by the State of California. The funds are deposited into a Special Revenue Fund (0251), not the General Fund, and are restricted to specific activities/purchases within the CUPA program in enforcing the State laws.

## Recommended Budget

Recommended FY 2020-21 appropriations are \$283,609, which is an increase of \$10,646 (3.9%) compared to the FY 2019-20 Adopted Budget. There is no Net County Cost associated with this budget unit as the net cost for this program is covered by permit revenue and grants.

This budget includes Intrafund CUPA-Environmental Health charges for staff services provided by the Environmental Health (2-725) budget unit.

## Use of Fund Balance

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

# Development Services Department County Service Area G (0-301)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0301 - COUNTY SERVICE AREA G				Dept: 0301	
Unit Title: COUNTY SERVICE AREA G					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/07/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	787,572	495,274	801,420	851,000	6.2
OTHER CHARGES	258	358	180	175	-2.8
NET BUDGET	<u>787,830</u>	<u>495,632</u>	<u>801,600</u>	<u>851,175</u>	<u>6.2</u>
<b>REVENUE</b>					
TAXES	775,360	804,621	790,600	840,634	6.3
REVENUE USE MONEY PROPERTY	4,069	2,743	2,500	2,500	0.0
INTERGOVERNMENTAL REVENUES	8,768	8,646	8,500	8,041	-5.4
TOTAL OTHER REVENUE	<u>788,197</u>	<u>816,010</u>	<u>801,600</u>	<u>851,175</u>	<u>6.2</u>
<b>UNREIMBURSED COSTS</b>	-367	-320,378	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

This budget unit represents County Service Area G, the area within Yuba City previously known as the Walton Fire Protection District. The County Service Area G budget unit is managed by the Development Services Department. Its purpose is to provide a means by which the County is able to record homeowner property taxes within the Walton District and transfer the funds to the City of Yuba City for services provided.

## Major Budget Changes

### Services & Supplies

- \$49,580 Increase to Professional/Specialized Services reflecting the tax pass-thru payments to the City of Yuba City

### Taxes

- \$50,034 Increase to overall projected tax revenues

## **Program Discussion**

County Service Area G was established in May 2001 to provide fire protection services to the residents within the former Walton Fire Protection District area. Resulting from anticipated growth and annexation of this area by the City of Yuba City from the County over a 25-year period, the Walton Fire Protection District Dissolution Agreement was created and signed in May 2002. The Agreement transferred fire protection responsibilities in this area to the City of Yuba City.

This program was created as a pass-through of property tax and other revenue representing the unincorporated portion of CSA-G pursuant to the Dissolution Agreement.

## **Recommended Budget**

Recommended FY 2020-21 appropriations are \$851,175, which is an increase of \$49,575 (6.2%) over the FY 2019-20 Adopted Budget. There is no Net County Cost in this budget unit. All funding is provided through property taxes and interest.

## **Use of Fund Balance**

The CSA-G fund typically does not carry any fund balance; it is strictly a pass-through budget. Funds are transferred to the City of Yuba City, leaving an estimated fund balance of \$0 as of July 1, 2020.

Development Services Department  
 Planning and Building (2-724)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					
Unit Title: PLANNING & BUILDING					Dept: 2724
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	669,778	705,446	816,528	759,595	-7.0
SERVICES AND SUPPLIES	794,230	395,431	502,342	692,992	38.0
OTHER CHARGES	30,099	28,038	33,625	34,025	1.2
CAPITAL ASSETS	79,563	0	0	0	0.0
INTRAFUND TRANSFERS	527,529	326,430	731,278	650,464	-11.1
OTHER FINANCING USES	6,032	7,017	6,983	6,997	0.2
NET BUDGET	<u>2,107,231</u>	<u>1,462,362</u>	<u>2,090,756</u>	<u>2,144,073</u>	<u>2.6</u>
<b>REVENUE</b>					
LICENSES, PERMITS, FRANCHISES	499,071	471,746	461,850	708,900	53.5
INTERGOVERNMENTAL REVENUES	23,795	126,722	0	176,615	100.0
CHARGES FOR SERVICES	605,702	154,839	540,478	511,958	-5.3
MISCELLANEOUS REVENUES	761	0	0	0	0.0
OTHER FINANCING SOURCES	6,370	24,217	0	0	0.0
TOTAL OTHER REVENUE	<u>1,135,699</u>	<u>777,524</u>	<u>1,002,328</u>	<u>1,397,473</u>	<u>39.4</u>
<b>UNREIMBURSED COSTS</b>	971,532	684,838	1,088,428	746,600	-31.4
<b>ALLOCATED POSITIONS</b>	6.00	6.00	6.00	6.00	0.0

**Purpose**

The Planning, Building, and Code Enforcement Divisions are reflected in this consolidated budget unit, managed by the Development Services Department.

The *Planning Division (program 24)* primarily is responsible for the administration of the County’s planning program as adopted by the Board of Supervisors through the Sutter County General Plan and Zoning Code preparing environmental documentation for projects pursuant to State law, administering the County’s Subdivision Ordinance, Williamson Act and Surface Mining and Reclamation Act programs and supporting the code enforcement program.

The *Building Inspection Division (program 31)* is responsible for the enforcement of a variety of California Codes (i.e. Building Code, Fire Code, Electrical Code, Plumbing Code, Mechanical Code, Green Building Code, Energy Code) as well as any applicable codes as adopted by Sutter County.

The *Code Enforcement Division (program 32)* is responsible for the prevention, detection, investigation, and enforcement of violations of statutes and ordinances regulating public health, safety, business activities and consumer protection, building standards, land-use, and general

welfare through enforcement of County Ordinances. Statutory authority is provided by the California Health and Safety Code Section 17920-17928 and 17960-17961.

## **Major Budget Changes**

### **Salaries & Benefits**

- (48,345) Decrease to Permanent Salaries due to not filling various the Code Enforcement and Officer Assistant III positions until later in the year for budget savings

### **Services & Supplies**

- \$229,895 Increase to Professional/Specialized Services related to contracts regarding Sutter Point, Housing Element update, Census work and mining consultant
- (\$49,362) Decrease to ISF IT Services Provided as provided by General Services
- (\$52,822) Decrease to ISF Liability Premium as provided by Risk Management
- \$59,323 Increase to ISF IT Direct Charges as provided by IT Services

### **Intrafund Transfers**

- (\$36,343) Decrease due to decreases in Intrafund Administration Services charges
- (\$44,159) Decrease in Intrafund Cost Plan charges as provided by the Auditor-Controller's Office

### **Revenues**

- \$246,000 Increase in Construction Permits based on trends and fee schedule update
- \$176,615 Increase in State Other Revenue for reimbursement of census work and SB2 grant
- \$ 27,000 Increase in Code Enforcement fines
- (\$ 70,000) Decrease in Engineer Development/Special Project Fees based on estimated work on "At cost" project accounts
- \$ 38,280 Increase in Other Services related to reimbursement from mining activities and developers for expenses in Professional/Specialized Services
- (\$30,000) Decrease in Other Charges Current Services related to decreased collection of Administrative penalties for marijuana cultivation

## **Program Discussion**

### **Planning Division**

The Planning Division reviews and processes general plan and zoning applications, land divisions, use permits, variances, design review, development agreements, and other development-related requests in conformance with applicable state law requirements (i.e., CEQA – California Environmental Quality Act, SMARA – Surface Mining and Reclamation Act, Williamson Act (The Agricultural Land Conservation Act), Subdivision Map Act, etc.) and code enforcement violations relative to the Zoning Code.

Projects or topics that are in-process or completed over the last year by this Division include: the processing of 91 land use applications/Zoning Code text amendments (which doesn't include building permit applications, reviews, etc.), providing staff support for commercial trucking issues, the 2020 Census effort, all stages of the development proposal for Sutter Pointe, efforts to widen Riego/Baseline Road in South Sutter County, updating of LAFCo's policy for Sutter Pointe Specific Plan / General Plan Housing Element, the commencement of the General Plan Housing Element, management of the Surface Mining and Reclamation Act program, reviewing and providing input of the City's Bogue-Stewart Master Plan, the implementing of the new department permitting software, participation in the State's SB 2 Planning Grant Program, and the submitting of an application for the State's Local Early Action Planning program.

### **Building Division**

The Building Inspection Division's operations include permit application and plans review, calculation of permit costs, inspections during the construction process, complaint investigations, support to other County departmental programs and public education relative to building regulations and Special Flood Hazard Area criteria.

The Sutter County Building Division is committed to becoming a premier Building and Safety Department, dedicated to creating a vibrant, livable, and sustainable County for all citizens in the County of Sutter while ensuring building and occupancy safety. We are committed to improving performance and developing procedures that are streamlined, understandable and most of all, promote efficiency.

The jurisdiction of Sutter County is approximately 592 square miles, excluding the City of Yuba City and the City of Live Oak. For calendar year 2019, there were 981 building permits issued with a construction value of \$33,153,588. Staff completed 2,471 inspections and plan-check reviews on 546 submitted construction plans.

The Building Division provides support and inspection services for Planning, Fire Services, Building and Fire Code compliance, Flood Plain Management, Emergency Response, and Code Enforcement. The Permit Counter provides one-stop development services to the public and County departments.



The purpose of the building codes is to provide minimum standards to safeguard life, limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures. This is accomplished through a program of permitting, plan review, inspection and enforcement. Statutory authority is provided by the California Health and Safety Code Section 17920-17928 and 17960-17961.

### **Code Enforcement Division**

In late 2013, the Board of Supervisors adopted a marijuana cultivation ordinance. This ordinance was updated in 2015 and a Code Enforcement position was established.

The Code Enforcement position was filled in May 2017 and significant work has been completed to implement a modern code enforcement program in the County. As part of the enforcement actions, the program issued citations to facilitate compliance utilizing Chapter 87, Administrative Penalties, of the County Ordinance Code.

In FY 2020-21, the Code Enforcement division received 33 complaints related to marijuana. 33 violation sites were confirmed, and the voluntary compliance percentage was 100. More detailed information regarding data for all Code Enforcement Cases for the division can be obtained by contacting Planning and Building staff.

The department currently has the Code Enforcement position vacant and doesn't expect to fill the position until after January 1, 2021. In the interim, code enforcement duties will be performed through a combination of the Building Inspectors with occasional augmentation by a consultant code enforcement officer. During this time, the department will prioritize complaints and will respond based on severity and staff availability.

The Planning, Building and Code Enforcement Divisions are a key component of the Development Services Department and their efforts and actions support the Countywide Goals. In the fiscal year, the Division will support the County's rich agricultural base through the proposition of zoning code changes to encourage agriculture-related businesses. Additionally, they will propose land use designations which address the County's floodplain issues and preserve agricultural zoned land. The Division will also maintain a Code Enforcement case closure rate of 33% to signify the importance of the County's Zoning Code. Finally, the Division will complete the preparation of the environmental document for the first phase of commercial development at Sutter Pointe.

### **Recommended Budget**

Recommended FY 2020-21 appropriations are \$2,144,073, which is an increase of \$53,317 (2.6%) over the FY 2019-20 Adopted Budget. The General Fund provides 34.9% of the financing for this budget unit and is decreased by \$749,000 (31.2%) over the FY 2019-20 Adopted Budget.

## Use of Fund Balance

The budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

**Development Services Department  
Road Fund (3-100)**

*Neal Hay, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: <b>0003 - ROAD</b>					
Unit Title: <b>ROAD</b>					Dept: <b>3100</b>
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 05/29/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	1,836,182	1,861,397	2,766,854	2,745,894	-0.8
SERVICES AND SUPPLIES	4,749,215	3,919,791	8,399,010	10,045,974	19.6
OTHER CHARGES	989,865	829,721	1,229,867	1,100,045	-10.6
CAPITAL ASSETS	420,639	561,898	711,500	850,000	19.5
INCREASES IN RESERVES	0	0	5,000	74,908	1,398.2
OTHER FINANCING USES	19,243	20,796	21,015	22,356	6.4
NET BUDGET	8,015,144	7,193,603	13,133,246	14,839,177	13.0
<b>REVENUE</b>					
TAXES	1,224,887	1,036,060	1,238,403	1,283,334	3.6
LICENSES, PERMITS, FRANCHISES	42,600	65,957	41,600	76,600	84.1
REVENUE USE MONEY PROPERTY	308,051	149,898	141,000	200,000	41.8
INTERGOVERNMENTAL REVENUES	6,799,008	7,476,772	8,676,285	7,283,451	-16.1
CHARGES FOR SERVICES	216,846	75,125	105,811	100	-99.9
MISCELLANEOUS REVENUES	162,768	195,037	321,138	335,625	4.5
OTHER FINANCING SOURCES	99,068	121,899	0	0	0.0
CANCELLATION OF OBLIGATED FB	0	0	2,609,009	5,660,067	116.9
TOTAL OTHER REVENUE	8,853,228	9,120,748	13,133,246	14,839,177	13.0
<b>UNREIMBURSED COSTS</b>	-838,084	-1,927,145	0	0	0.0
<b>ALLOCATED POSITIONS</b>	24.00	28.00	28.00	28.00	0.0

## Purpose

The Road Fund budget unit is managed by the Development Services Department and includes Road Maintenance (43), Engineering (44), Capital Improvement programs (45), and SB1 Road Maintenance and Rehabilitation Act (46). The Fund provides resources to perform the inspection and maintenance of approximately 750 miles of County roads, bike and pedestrian ways, 89 bridges with a span exceeding 20 feet, 100 bridges / culverts with span less than 20 feet, and associated appurtenances such as striping delineation and signage.

The primary source of Road Fund revenues is the State Highway Users Tax Apportionment (HUTA). HUTA revenues are generated by a gas excise tax and, under California Law, may only be used for Road purposes. Other roadwork funding revenues, such as State Transportation Development Act, Federal Highways Administration grant, Road Maintenance and Rehabilitation Act (RMRA), and State transportation grant revenues are also placed in this fund. This budget unit is a separate fund in order to meet State requirements and restrictions on use.

Annually the Board of Supervisors approves the Road Plan as required by the State Streets & Highway Code Section 2007 to account for the use of monies from the Road Fund and to

demonstrate to the citizens of Sutter County the prudent and efficient use of limited transportation funding. A copy of that approved plan is included as part of the Recommended Budget.

The staff in this division include the County's Road Crew and engineers who prepare work plans, administer state and federal funding, and assess the state of the County's infrastructure and respond to inquiries from citizens regarding all issues which concern the County's right-of-way.

## **Major Budget Changes**

### **Salaries & Benefits**

- (\$66,873) Decrease due to the deletion of one (1.0 FTE) vacant Public Works Maintenance Worker T/I/II position
- \$ 89,986 Increase due to the addition of one (1.0 FTE) Public Works Equipment Operator position
- (\$171,451) Decrease due to the deletion of one (1.0 FTE) vacant Deputy Director of Public Works position
- \$163,017 Increase due to the addition of one (1.0 FTE) Public Works Engineer I/II/Associate Civil Engineer
- \$87,852 Increase associated with removing "Trainee" designation from 15 PW Maint Worker Trainee positions; and allowing for 7 flexibly staffed PW Maint Worker I/II's being moved from the I level to the II level based on performance

### **Services & Supplies**

- \$1,527,308 Increase in Professional/Specialized Services for work associated with various bridge projects and SB1-RMRA projects

### **Other Charges**

- (\$78,533) Decrease in IF Cost Plan as administered by the Auditor-Controller's office

### **Capital Assets**

- (\$819,263) Reduction associated with annual fluctuation in Capital Assets purchased; for detail refer to budget summary at the conclusion

### **Revenues**

- (\$193,488) Decrease in ST HUTA SB1 Loan Repayment as final payment was made in FY 2019-20
- (\$731,676) Decrease in ST HUTA categories 2103, 2104, 2015, and 2016
- (\$90,800) Decrease in Federal Bridge Replacement Program for approved Federal projects

- (\$475,701) Decrease in Other Government Agencies for project related work
- \$94,461 Increase in Federal FEMA reimbursement
- (\$105,711) Decrease in IF Misc. Non-Road reimbursement related to work performed for other County departments

## **Program Discussion**

The Road Fund budget unit contains four programs: Road Maintenance Program (43), Road Engineering Program (44), Road Capital Program (45) and SB1 Road Maintenance and Rehabilitation Act Program (46).

The Road Fund budget has 28 allocated positions.

The tasks assigned to the Road Maintenance Division utilize in-house staff and equipment to complete minor paved road repairs, unpaved road maintenance, bridge maintenance and minor repairs, culvert repair and maintenance, roadside drainage maintenance, roadside vegetation control, and signage and markings installation and maintenance

The Deputy Director of Public Works was allocated to this budget unit, but that position is unfilled and is recommended to be deleted. A Road Commissioner is designated by the Board of Supervisors at their discretion. The Road Commissioner position requires registration as a Professional Engineer in the State of California, and the Director of Development Services is the current designee. Engineering staff time dedicated to Road Fund projects is reflected in the Interfund charges to this Fund. The Road Fund continues to reflect the receipt of all revenues associated with Road project engineering services.

The Capital Program of the Road Fund contains the major road and bridge repairs, replacement and improvement project work. The Program funds portions of the contracted construction work utilizing State and Federal highway program and grant revenues, and some one-time revenues, by the specific projects for which the revenues are designated.

## **Recommended Budget**

Recommended FY 2020-21 appropriations are \$14,839,177 which is an increase of \$1,705,931 (13%) from the FY 2019-20 Adopted Budget. There is no Net County Cost associated with this budget unit. The Road Fund budget unit does not receive any funding support from the General Fund.

The budget includes the following personnel requests, for a net change of 0.0 FTE:

- Deleting one Public Works Maintenance Trainee/I/II
- Adding one Public Works Equipment Operator

# Development Services Department

## Road Fund (3-100)

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*Neal Hay, Director*

- Deleting one Deputy Director of Public Works
- Adding one Public Works Engineer I/II/Associate Civil Engineer
- Removing the Trainee designation from fifteen (15) Public Works Maintenance Worker Trainee/I/II positions so that they are Public Work Maintenance Worker I/II
- Allows for seven (7) flexibly staffed Public Works Maintenance Worker I/II's being moved to the II position when appropriate based on performing advanced duties

Capital assets, recommended to be approved as of July 1, 2020, are recommended at \$850,000 as follows:

- \$120,000 4x4, 2 Ton, Regular Cab diesel pickup (Sign Maintenance special build)
- \$76,000 4x4, 2 Ton, Regular Cab diesel pickup (3/4-yard dump bed)
- \$76,000 4x4, 2 Ton, Regular Cab diesel pickup (3/4-yard dump bed)
- \$56,000 4x4, 3/4 Ton, Regular Cab diesel pickup
- \$210,000 Super 10 Dump Truck
- \$140,000 Backhoe
- \$70,000 Compact Track Loader
- \$20,000 Cold Planer Attachment
- \$11,000 Diesel Light Cart
- 11,000 Diesel Light Cart
- \$30,000 Changeable Solar Powered Message Board
- \$30,000 Changeable Solar Powered Message Board

Because the construction season spans two fiscal years, the Recommended Budget includes funding and appropriations for the carryover of selected construction projects originally budgeted in the previous fiscal year and may contain portions of the previous fiscal year Road Plan.

The FY 2020-21 Recommended Budget includes the following Road Plan projects as adopted by the Board of Supervisors (also included in this narrative):

- Bridge Preventative Maintenance Right-of-Way Consultant Services
- Fortna Bridge Replacement Construction
- Various ADA Project Sidewalk Reconstruction
- Road Overlay Project
- Road Seals Project
- Various Truck Route Intersection Improvement Projects

The State Highway Users Tax Apportionment (HUTA) revenues are based on current market conditions. The revenues from HUTA sections 2104, 2105, and 2106 fund most of the in-house road program, and HUTA section 2103 and RMRA funding is used to provide a portion of the major maintenance and rehabilitation programs in the Road Plan. State and Federal highway program and grant funds, when available, are also applied to this endeavor.

# Development Services Department

## Road Fund (3-100)

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*Neal Hay, Director*

Annually, the County receives a portion of the Local Transportation Fund (LTF) under the Transportation Development Act (TDA). These funds are available for roadwork after public transportation needs have been met. Under an agreement with the Yuba–Sutter Transportation Agency, an allocation of funds is made to the County, which is used for general road maintenance and repairs. The annual amount available depends on State revenues and is estimated at \$832,423 for FY 2020-21.

The County may also receive \$278,075 in State funds under a sub-program of Regional Surface Transportation Program (RSTP); an exchange for Federal funds. This is an annual amount provided to some counties and is being considered for elimination by the State.

## Use of Fund Balance

The Road Fund contains the following Restricted Fund Balance accounts in the respective amounts as of July 1, 2019:

- Non-spendable Imprest Cash (Petty Cash): \$100
- Non-spendable Inventory: \$26,623
- Restricted - 5<sup>th</sup> Street Bridge Maintenance: \$136,081
- Restricted – FEMA/OES: \$70,000
- Restricted Fund Balance (for projects in the fund): \$9,274,356

It is recommended that the Restricted - 5<sup>th</sup> Street Bridge Maintenance fund balance be increased by \$5,000 each Fiscal Year, leaving an estimated June 30, 2020 ending balance of \$141,081. This reserve is maintained pursuant to an existing agreement with the City of Yuba City, the City of Marysville, and Yuba County. Each year, \$5,000 is placed into this account to pay for major maintenance projects affecting the 5<sup>th</sup> Street Bridge.

The FY 2020-21 Recommended Budget includes the following cancellation of Restricted Fund Balance and/or increase in Obligated Fund Balance in the amount of: (Program 43-Road Maintenance decrease \$2,182,729), (Program 44-Road Engineer increase \$116,769), (Program 45-Capital Improvement decrease \$1,366,778), and (Program 46-SB1 RMRA decrease \$940,646) for a total projected decrease of \$4,373,384.

No changes are recommended for Non-Spendable Imprest Cash or Restricted FEMA/OES fund balances.

Development Services Department  
Road Fund (3-100)

Neal Hay, Director

Sutter County Pavement Management System Road Report							
FY 2020-21 TENTATIVE ROAD PLAN							
2/11/2020		INCOME SOURCE					
LINE	PROJECT	TOTAL PROJECT COST	SB 1	Gas Tax	HBP	BPMP	County Road Fund
<b>BRIDGE/ROAD - DESIGN / RIGHT OF WAY / ENVIRONMENTAL SERVICES / MAINTENANCE</b>							
1	Bridge Preventative Maintenance Project (BPMP)	\$ 1,104,000.00		\$ 550,773.00		\$ 489,772.00	\$ 63,455.00
<b>BRIDGE CONSTRUCTION SERVICES</b>							
2	Fortna Bridge	\$ 913,000.00		\$ 405,665.00			\$ 507,335.00
<b>ROAD CAPITAL ASSET PURCHASES</b>							
3	Sign Pickup w/ custom bed - 2 ton, 4x4 reg cab, dsl	\$ 120,000.00					\$ 120,000.00
4	Dump bed Pickup - 3/4 yd, 2 ton, 4x4 reg cab, dsl	\$ 76,000.00					\$ 76,000.00
5	Dump bed Pickup - 3/4 yd, 2 ton, 4x4 reg cab, dsl	\$ 76,000.00					\$ 76,000.00
6	Pickup - 3/4 ton, 4x4 reg cab, dsl	\$ 56,000.00					\$ 56,000.00
7	Super 10 Dump Truck	\$ 210,000.00					\$ 210,000.00
8	Super 10 Dump Truck	\$ 210,000.00					\$ 210,000.00
9	Backhoe	\$ 140,000.00					\$ 140,000.00
10	Compact Track Loader	\$ 70,000.00					\$ 70,000.00
11	Cold Planner Attachment	\$ 20,000.00					\$ 20,000.00
12	Light Cart, dsl	\$ 11,000.00					\$ 11,000.00
13	Light Cart, dsl	\$ 11,000.00					\$ 11,000.00
14	Message Board	\$ 30,000.00					\$ 30,000.00
15	Message Board	\$ 30,000.00					\$ 30,000.00
<b>SIDEWALK CURB AND GUTTER PROJECTS</b>							
16	ADA CURB RAMPS	\$ 160,000.00		\$ 160,000.00			
<b>ROAD CONSTRUCTION</b>							
17	ROAD OVERLAY PROJECT	\$ 1,150,546.20	\$ 1,029,320.46				\$ 121,225.74
18	ROAD SEALS PROJECT	\$ 2,338,710.62	\$ 2,092,295.54				\$ 246,415.08
<b>CARYOVER PROJECTS FROM FY2018-19</b>							
19	TRUCK ROUTE INTERSECTION IMPROVEMENT PROJECT	\$ 573,960.00	\$ 153,218.00	\$ 420,742.00			
<b>PLAN ESTIMATE:</b>		<b>\$ 7,300,216.82</b>	<b>\$ 3,274,834.00</b>	<b>\$ 1,537,180.00</b>	<b>\$ -</b>	<b>\$ 489,772.00</b>	<b>\$ 1,998,430.82</b>



# Development Services Department Transportation Development (3-300)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: <b>0001 - GENERAL</b>					
Unit Title: <b>TRANSPORTATION DEVELOPMENT</b>					Dept: <b>3300</b>
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 05/29/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
OTHER CHARGES	176,420	125,953	200,000	200,000	0.0
NET BUDGET	<u>176,420</u>	<u>125,953</u>	<u>200,000</u>	<u>200,000</u>	<u>0.0</u>
<b>REVENUE</b>					
TAXES	176,420	125,953	200,000	200,000	0.0
TOTAL OTHER REVENUE	<u>176,420</u>	<u>125,953</u>	<u>200,000</u>	<u>200,000</u>	<u>0.0</u>
<b>UNREIMBURSED COSTS</b>	0	0	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

This budget unit finances the County's portion of the Yuba-Sutter Transit Authority (YSTA) for the residents of the unincorporated area of Sutter County. Funding for this program comes from the County's share of State Transportation Development Act Funds. The State Transit Assistance component is allocated and provided directly to the YSTA. The Local Transportation Fund (LTF) component is allocated to the County for the unincorporated area. By agreement, a portion of the LTF annual allocation is used to finance subsidized YSTA transit services. The remainder, after ensuring there are no unmet transit needs, may be used by the County to fund general road maintenance work. The remaining portion of the LTF is credited as revenue directly to the Sutter County Road Fund budget unit (3-100).

## Major Budget Changes

There are no major budget changes for FY 2020-21.

## Recommended Budget

Recommended appropriations for FY 2020-21 are \$200,000, which is the same amount as the FY 2019-20 Adopted Budget. There is no Net County Cost associated with this budget unit. Funding for this program comes from the County's share of the LTF and is used to fund unmet transit needs as required by State law.

**Development Services Department  
Transportation Development (3-300)**

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*Neal Hay, Director*

**Use of Fund Balance**

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

# Development Services Department County Consolidated Street Lighting District (0-340)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0340 - CO CONSOLIDATED ST LIGHT DIST					
Unit Title: CO CONSOLIDATED ST LIGHT DIST					Dept: 0340
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/07/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	41,973	29,992	50,807	42,830	-15.7
OTHER CHARGES	3,265	2,395	4,904	22,938	367.7
INCREASES IN RESERVES	0	0	40,925	42,496	3.8
NET BUDGET	45,238	32,387	96,636	108,264	12.0
<b>REVENUE</b>					
TAXES	71,249	73,360	72,800	77,518	6.5
REVENUE USE MONEY PROPERTY	50,265	22,132	23,011	30,000	30.4
INTERGOVERNMENTAL REVENUES	791	784	825	746	-9.6
TOTAL OTHER REVENUE	122,305	96,276	96,636	108,264	12.0
<b>UNREIMBURSED COSTS</b>	-77,067	-63,889	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The County Consolidated Street Lighting District is responsible for the maintenance and operations of streetlights within the District.

The Development Services Department is responsible for the management of this budget unit and that portion of the District located in the unincorporated area. The City of Yuba City manages that portion of the District within the City limits and maintains its own budget unit for that purpose. The District continues as a single entity with the City and the County administering their respective areas of responsibility. The fund assets of the corporate District are the combination of the portions maintained by the City and the County.

## Major Budget Changes

### Other Charges

- \$13,398 Increase in IF Engineering charges related to the preparation of the Lighting district report

## **Program Discussion**

The County Consolidated Street Lighting District consolidates over 40 smaller benefit areas and finances the maintenance and operation of streetlights within the unincorporated area of Sutter County. The County Consolidated Street Lighting District is supported by ad valorem property taxes (as opposed to benefit assessments) on properties within the district.

The City of Yuba City has responsibility for approximately 40% of the District geographic territory and provides for the operation and maintenance of those streetlights that now fall within the City limits. Current tax revenues are also apportioned to the City for the operations, maintenance, and improvements to these facilities.

At this time, the County portion of the District does not own any streetlights, but rather pays Pacific Gas and Electric to provide, maintain, and power the streetlights located in the District.

In FY 2016-17, Pacific Gas and Electric completed an LED head conversion project to replace all existing High Pressure Sodium streetlights with energy efficient LED streetlights. The cost of the project was funded by Pacific Gas and Electric at no direct cost to the County or the District. In approximately 1-2 years, the electric rate for the affected streetlights will be lowered after the construction costs have been recovered.

## **Recommended Budget**

Recommended FY 2020-21 appropriations are \$108,264, which is an increase of \$11,628 (12%) over FY 2019-20. There is no Net County Cost associated with this budget unit. The District receives its funding from ad valorem property taxes on properties within the district.

## **Use of Fund Balance**

This fund contains a Restricted Fund Balance in the amount of \$1,522,945 as of July 1, 2019. It is estimated the Restricted Fund Balance will equal \$1,580,551 at July 1, 2020.

The FY 2020-21 Recommended Budget includes an increase to Fund Balance in the amount of \$42,496.

# Development Services Department Royo Ranchero Construction - Live Oak Canal (0-389)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0389 - ROYO RANCHERO CNSTRCT-LO CANAL					
Unit Title: ROYO RANCHERO CNSTRCT-LO CANAL					Dept: 0389
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
OTHER CHARGES	61	54	61	70	14.8
INCREASES IN RESERVES	0	0	639	830	29.9
NET BUDGET	61	54	700	900	28.6
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	1,486	640	700	900	28.6
TOTAL OTHER REVENUE	1,486	640	700	900	28.6
<b>UNREIMBURSED COSTS</b>	-1,425	-586	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The primary purpose of this budget unit is to appropriate the interest revenue for the remaining balance in a construction fund related to Live Oak Canal improvements, as provided in a 1986 bond issuance. This budget unit is managed by the Development Services Department.

## Major Budget Changes

There are no major budget changes for FY 2020-21.

## Program Discussion

The Royo Ranchero - Live Oak Canal improvement project provided for the construction and acquisition of the necessary right-of-way of Royo Ranchero Drive northerly from Colusa Highway frontage road to Butte House Road.

## Recommended Budget

Recommended FY 2020-21 appropriations are \$900, which accounts for Interest Apportioned and associated Treasury Fees. This is an increase of \$200 (28.6%) over the FY 2019-20 Adopted Budget.

## Use of Fund Balance

The Royo Ranchero Construction-Live Oak Canal fund contains a Restricted Fund Balance in the amount of \$44,469 as of July 1, 2019. It is estimated that the Restricted Fund Balance will equal \$45,257 at July 1, 2020.

The FY 2020-21 Recommended Budget includes an increase in Obligated Fund Balance in the amount of \$830.

# Development Services Department Royo Ranchero Construction (0-397)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0397 - ROYO RANCHERO CONSTRUCTION				Dept: 0397	
Unit Title: ROYO RANCHERO CONSTRUCTION					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
OTHER CHARGES	36	32	36	41	13.9
INCREASES IN RESERVES	0	0	364	559	53.6
NET BUDGET	<u>36</u>	<u>32</u>	<u>400</u>	<u>600</u>	<u>50.0</u>
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	<u>873</u>	<u>376</u>	<u>400</u>	<u>600</u>	<u>50.0</u>
TOTAL OTHER REVENUE	<u>873</u>	<u>376</u>	<u>400</u>	<u>600</u>	<u>50.0</u>
<b>UNREIMBURSED COSTS</b>	-837	-344	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

This budget was established to appropriate funds for improvements at Royo Ranchero Drive. Remaining funds are to be expensed for future improvements to Royo Ranchero Drive.

The Development Services Department prepares and manages this budget.

## Major Budget Changes

There are no major budget changes for FY 2020-21.

## Program Discussion

Royo Ranchero Drive is located within the City of Yuba City, bounded by Jefferson Avenue to the north and Highway 20 to the south.

## Recommended Budget

FY 2020-21 recommended appropriations are \$600, which accounts for Interest Apportioned and associated Treasury Fees. This is an increase of \$200 (50%) as compared to the FY 2019-20 Adopted Budget.

## Use of Fund Balance

The Royo Ranchero Construction fund contains a Restricted Fund Balance in the amount of \$26,102 as of July 1, 2019. It is estimated the Restricted Fund Balance will be \$26,563 on July 1, 2020.

The FY 2020-21 Recommended Budget contains an increase in Fund Balance of \$559.



**Development Services Department**  
**Urban Area Residential Street Lighting District (3-000)**

*Neal Hay, Director*

<b>COUNTY OF SUTTER</b> <b>EXECUTIVE SUMMARY</b> <b>Fiscal Year 2020-2021</b>					
Fund: 3000 - URBAN AREA RESIDENT ST LIGHTNG				Dept: 3000	
Unit Title: URBAN AREA RESIDENT ST LIGHTNG					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/07/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	14,436	11,916	21,679	20,183	-6.9
OTHER CHARGES	1,394	661	3,117	16,538	430.6
NET BUDGET	15,830	12,577	24,796	36,721	48.1
<b>REVENUE</b>					
TAXES	16,232	16,099	17,003	17,000	0.0
REVENUE USE MONEY PROPERTY	11,521	4,971	5,500	7,000	27.3
CANCELLATION OF OBLIGATED FB	0	0	2,293	12,721	454.8
TOTAL OTHER REVENUE	27,753	21,070	24,796	36,721	48.1
<b>UNREIMBURSED COSTS</b>	-11,923	-8,493	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The Urban Area Residential Street Lighting District is responsible for the operation and maintenance of streetlights within the District. The Development Services Department is responsible for the management of this budget unit and District.

## Major Budget Changes

### Other Charges

- \$14,604 Increase in IF Engineering related to the preparation of the Lighting district report

## Program Discussion

The Urban Area Residential Street Lighting District finances the operation and maintenance of streetlights within the District serviced by Sutter County. The Urban Area Residential Street Lighting District is supported by benefit assessments that are applied to properties within the District. Assessment rates are capped, but may be adjusted within the cap if necessary within the provisions of Proposition 218.

The District includes seven subdivisions: three in the community of Sutter, one west of George Washington Boulevard, one in the north Yuba City area, one in Century Park, and one near Bogue

# Development Services Department Urban Area Residential Street Lighting District (3-000)

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*Neal Hay, Director*

Road and Highway 99. At this time, the District does not own any streetlights, but rather pays Pacific Gas and Electric to provide, maintain, and power the streetlights located in the District.

In FY 2016-17, Pacific Gas and Electric completed a LED head conversion project to replace all existing High Pressure Sodium streetlights with energy efficient LED streetlights. The cost of the project was funded by Pacific Gas and Electric at no direct cost to the County or the District. In approximately 2-3 years, the electric rate for the affected streetlights will be lowered after the construction costs have been recovered.

On-going expenses are for utilities, repairs, and staff administration. Staff expenses include efforts to incorporate lighting data into the County's Geographic Information System (GIS).

## Recommended Budget

Recommended FY 2020-21 appropriations are \$36,721, which is an increase of \$11,925 (48.1%) over the FY 2019-20 Adopted Budget. There is no Net County Cost associated with this budget unit.

## Use of Fund Balance

The Urban Area Residential Street Lighting District fund contains a Restricted Fund Balance in the amount of \$343,996 as of July 1, 2019. It is estimated the Restricted Fund Balance will be \$346,150 on July 1, 2020.

The FY 2020-21 Recommended Budget includes a cancellation of Restricted Fund Balance in the amount of \$12,721.

# Development Services Department Water Resources (1-922)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: <b>0001 - GENERAL</b> Unit Title: <b>WATER RESOURCES</b>				Dept: <b>1922</b>	
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 05/29/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	5,106	1,936	2,112	2,112	0.0
SERVICES AND SUPPLIES	49,804	36,090	241,057	717,742	197.7
OTHER CHARGES	8	2,039	34,740	0	-100.0
INTRAFUND TRANSFERS	210,837	195,347	274,121	244,355	-10.9
OTHER FINANCING USES	3,312	3,594	3,626	3,746	3.3
NET BUDGET	<u>269,067</u>	<u>239,006</u>	<u>555,656</u>	<u>967,955</u>	<u>74.2</u>
<b>REVENUE</b>					
LICENSES, PERMITS, FRANCHISES	2,510	3,955	11,300	9,605	-15.0
INTERGOVERNMENTAL REVENUES	1,283	6,517	23,700	638,000	2,592.0
CHARGES FOR SERVICES	165,282	113,858	172,130	194,861	13.2
MISCELLANEOUS REVENUES	1,241	0	150,894	37,000	-75.5
OTHER FINANCING SOURCES	32,988	0	0	0	0.0
TOTAL OTHER REVENUE	<u>203,304</u>	<u>124,330</u>	<u>358,024</u>	<u>879,466</u>	<u>145.6</u>
<b>UNREIMBURSED COSTS</b>	65,763	114,676	197,632	88,489	-55.2
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

Development Services staff plan and implement water resources programs such as ground water management, regional water/wastewater treatment, integrated regional water management, drainage, local grading oversight, and floodplain management in accordance with the provisions of Federal and State programs, laws, and regulations. The Road Maintenance Division performs maintenance of the Live Oak Canal for the Sutter County Water Agency (SWCA) and other publicly owned storm water storage and conveyance facilities in the unincorporated County area not within a drainage or reclamation district.

The ongoing activities of Water Resources are funded by the SCWA, SCWA Zones, Rio Ramaza Wastewater Fund, Waterworks District #1 (WWD1), and the General Fund. The Water Resources budget unit is managed by the Development Services Department.

## Major Budget Changes

### Service & Supplies

- \$479,770 Increase in Professional/ Specialized Services related to consultant work regarding

the Sustainable Groundwater Management Act (SGMA)

### Other Charges

- (\$34,740) Decrease in InterFund Miscellaneous Non-Road estimated charges

### Intrafund Transfers

- (\$25,079) Decrease in Intrafund Engineering charges

### Revenues

- \$614,300 Increase in State grant revenues related to grant obtained for SGMA
- (\$113,894) Decrease in Miscellaneous revenues for work performed for outside agencies

## Program Discussion

In FY 2017-18 Engineering staff from Water Resources was transferred to the Engineering Service budget (1-920), but they continue to perform the following duties:

- Floodplain management
- Managing an urban area NPDES storm water permit
- Planning and coordinating drainage studies and improvements, including new development reviews
- Implementing the County's groundwater management plans
- Development of the County's sustainable groundwater management plans
- Participating in integrated regional water management activities
- Coordinating selected flood control issues
- Wastewater engineering for WWD#1 and Rio Ramaza

In support of the County's Community Rating System (CRS) program, the Engineering staff participates in and manages activities such as public outreach workshops, review of compliance documentation for new construction within floodplains and coordinating with the Federal Emergency Management Agency (FEMA) and the State Floodplain Coordinator.

Reduction of arsenic in the drinking water provided by WWD#1 in the town of Robbins is required by new Federal Standards. In Fiscal Years 2012 through 2015, Water Resources staff has spent considerable time executing a grant for the Robbins Arsenic Remediation Feasibility Study. The Feasibility study was completed in the fall of 2015. In the spring of 2018, the Department was notified that it had been selected for a state funded grant to install water meters in the town of Robbins. The grant funded the design and construction of the water meters, which are a key component of the County's efforts to more effectively manage the consumption of water in the community. Construction

began during the Summer of 2019 and was completed in December 2019. A transfer of the water system to Golden State Water Company is scheduled to take effect around the middle of FY 2020-21. Golden State Water Company will be applying for a construction grant for improvements to the water system to provide safe drinking water to the community.

Many critical projects, some of which are funded by non-General Fund sources, require management by a licensed civil engineer. These projects include:

- Bridge/culvert crossing engineering
- Consolidation of Benefit Zones
- Sutter Pointe water/wastewater development
- National Pollution Discharge Elimination System (NPDES) Permit activity
- Yuba City Drainage Basin Study
- West Yuba City Drainage Plan
- Groundwater Sustainability planning
- SB5 Flood Protection (200 year) planning

## **Recommended Budget**

Recommended appropriations for FY 2020-21 are \$967,955, which is an increase of \$412,299 (74.2%) compared to the FY 2019-20 Adopted Budget. The General Fund provides 9% of the financing for this budget unit, which is a decrease of \$109,143 (55.2%) compared to the FY 2019-20 Adopted Budget.

## **Use of Fund Balance**

This budget unit is within the General Fund. The budget does not include the use of any specific fund balance.

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0001 - GENERAL					Dept: 1923
Unit Title: FLOOD CONTROL					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	24,000	24,000	28,500	28,500	0.0
NET BUDGET	24,000	24,000	28,500	28,500	0.0
<b>UNREIMBURSED COSTS</b>	24,000	24,000	28,500	28,500	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The primary function of this budget unit is to appropriate the funding to support flood control efforts in Sutter County. The majority of expenditures in this unit are to support the Sutter-Butte Flood Control Agency (SBFCA) and to provide payments to support activities for Federal advocacy efforts to obtain funding for levee and flood control improvements.

## Major Budget Changes

There are no major budget changes for FY 2020-21.

## Program Discussion

This budget unit serves as a mechanism to provide reimbursement to SBFCA for Sutter Basin Feasibility Study activities initiated in 2000 by the United States Army Corps of Engineers and recently completed.

SBFCA was formed by the Sutter-Butte Joint Powers Agreement (JPA) for the purpose of jointly exercising the powers of its members to provide flood control and protection. In December 2007, Sutter County, Sutter County Water Agency, Butte County, City of Yuba City, City of Live Oak, City of Biggs, City of Gridley, Levee District 1, and Levee District 9 signed a JPA establishing SBFCA. The members agreed to have the power and authorization to control and conserve waters for the protection of life and property that would or could be damaged by inundation caused by still or flowing water. This budget unit supports SBFCA by allocating State monies to SBFCA.

The United States Army Corps of Engineers Sutter Basin Feasibility Study was initiated in 2000. The local share of this project is currently estimated to be \$2.8 million, of which \$2.05 million will

# Development Services Department Flood Control (1-923)

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*Neal Hay, Director*

be met using a Proposition 13 grant. Proposition 13 in this context is the Safe Drinking Water, Clean Water, Watershed Protection and Flood Protection Act of 2000.

This budget unit also appropriates funding, \$28,000, for costs incurred by Federal representatives that are actively advocating for funding for levee improvements and flood control related projects in Sutter County.

## Recommended Budget

Recommended FY 2020-21 appropriations are \$28,500, which is the same amount as the FY 2019-20 Adopted Budget. The General Fund provides 100% of the financing for this budget unit.

## Use of Fund Balance

The General Fund contains a Fund Balance commitment for Flood Control. The balance of this account was \$1,388,000 as of July 1, 2019. The Adopted Budget for FY 2020-21 did not include an increase to this Committed Fund Balance, and it is estimated that the fund balance will remain the same.

# Development Services Department Sutter County Water Agency (0-320)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: <b>0320 - SUTTER COUNTY WATER AGENCY</b>				Dept: <b>0320</b>	
Unit Title: <b>SUTTER COUNTY WATER AGENCY</b>					
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 05/29/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	52,701	100	134	175	30.6
OTHER CHARGES	164,750	110,262	159,996	182,745	14.2
INCREASES IN RESERVES	0	0	9,990	0	-100.0
NET BUDGET	217,451	110,362	170,120	182,920	7.5
<b>REVENUE</b>					
TAXES	165,522	169,871	162,000	170,900	5.5
REVENUE USE MONEY PROPERTY	7,446	2,929	3,620	3,800	5.0
INTERGOVERNMENTAL REVENUES	1,904	967	1,800	1,800	0.0
MISCELLANEOUS REVENUES	3,694	2,352	2,700	2,700	0.0
CANCELLATION OF OBLIGATED FB	0	0	0	3,720	100.0
TOTAL OTHER REVENUE	178,566	176,119	170,120	182,920	7.5
<b>UNREIMBURSED COSTS</b>	38,885	-65,757	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The Sutter County Water Agency (SCWA) was created by the Sutter County Water Agency Act of the California State Legislature, as described in Chapter 86 of the California State Water Code and is managed by the Development Services Department.

The Agency boundary encompasses all territory lying within the exterior boundaries of the County of Sutter and is governed by a Board of Directors. The Board of Supervisors of the County is the ex-officio Board of Directors of the Agency.

The SCWA has the power to:

- Control drainage waters within the agency
- Control flood and storm waters, and divert and transport such waters for beneficial uses
- Save or conserve in any manner all or any such waters
- Reduce the waste of water
- Protect the watercourses, watersheds, public highways, and life and property within the agency from damage created by any such drainage or flood and storm waters



## Major Budget Changes

### Other Charges

- \$22,731 Increase in IF Water Resources charges

## Program Discussion

The major source of revenue for the SCWA is County-wide ad valorem tax revenues for the general functions of the SCWA. Since 1975, the SCWA has also created and administered drainage Zones of Benefit for specific areas within the County.

Zones 2, 4-8, and 11-13 provide for the collection of development fees and construction of capital improvements to accommodate existing and future storm water runoff, particularly that created by new development. These have separate funds for accruing drainage connection/development fee revenues and expensing capital improvements.

Zones 4-9 have maintenance assessments for the operations and maintenance of drainage structures and facilities benefitting those zones. Zone 9 has a separate fund, Fund (0-331). Zones' 4-8 maintenance assessments are deposited directly into the Live Oak Canal Operations and Maintenance Fund (0-321), for maintenance of its tributaries and appurtenances.

The SCWA currently has no assigned staff and its functions are performed by County staff in the Engineering Services (1-920) budget unit, who were previously in the Water Resources (1-922) budget unit. Supplies, and equipment costs for the engineering staff performing water resources management and floodplain management tasks are funded within the Water Resources budget unit (Interfund Water Agencies account) and charged to this budget unit through the Interfund Water Resources account.

In FY 2020-21 the SCWA will contract for improvements to the Live Oak Drainage Canal as a result of the study completed in the spring of 2018 by West Yost & Associates. The projects will install flow control measuring devices to improve the County's data collection during storm events. Additionally, projects to address localized improvements will be undertaken to enhance the performance of the drainage system.

## Recommended Budget

Recommended FY 2020-21 appropriations are \$182,920, which is an increase of \$12,800 (7.5%) over the FY 2019-20 Adopted Budget. This budget contains only routine maintenance in the zones, no projects. There is no Net County Cost associated with this budget unit.

## Use of Fund Balance

The Sutter County Water Agency fund contains a Restricted Fund Balance in the amount of \$166,324 as of July 1, 2019. It is estimated that the Restricted Fund Balance will equal \$173,355 at July 1, 2020.

The FY 2020-21 Recommended Budget includes a cancellation of Obligated Fund Balance of \$3,720.

**Development Services Department  
Live Oak Canal Operations Fund (0-321)**

*Neal Hay, Director*

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: <b>0321 - LO CANAL OPERATIONS &amp; MAINTENC</b>				Dept: <b>0321</b>	
Unit Title: <b>LO CANAL OPERATIONS &amp; MAINTENC</b>					
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 05/29/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	43,822	45,508	117,025	117,025	0.0
OTHER CHARGES	840	877	751	871	16.0
INCREASES IN RESERVES	0	0	7,924	7,107	-10.3
NET BUDGET	<u>44,662</u>	<u>46,385</u>	<u>125,700</u>	<u>125,003</u>	<u>-0.6</u>
<b>REVENUE</b>					
TAXES	123,569	121,529	123,100	120,403	-2.2
REVENUE USE MONEY PROPERTY	5,298	3,576	2,600	4,600	76.9
TOTAL OTHER REVENUE	<u>128,867</u>	<u>125,105</u>	<u>125,700</u>	<u>125,003</u>	<u>-0.6</u>
<b>UNREIMBURSED COSTS</b>	-84,205	-78,720	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

**Purpose**

Maintenance of the Live Oak Canal is the responsibility of the Sutter County Water Agency (SCWA) and is managed by the Development Services Department.

The canal drains the west Yuba City area into the State drain on the east side of the Sutter Bypass. The canal was constructed by the SCWA and zones with maintenance tax assessments formed to fund the operations and maintenance of the canal.

The Live Oak Canal Operations Fund was established by resolution of the Sutter County Water Agency (SCWA) in March 2013. This separate fund was created for the operations and maintenance of the Live Oak Canal, its open channel tributaries and appurtenances. Tax assessment revenues for operations and maintenance are collected and deposited directly into this fund.

The use of this fund separates the operations and maintenance funds from capital funds derived from drainage connection, or impact fees, collected for new development impacts, which will remain in each individual zone fund. The operations and maintenance assessments can then be transferred as needed to the Water Resources (1-922) budget unit to support maintenance activities along the Live Oak Canal.

The major source of revenue for the fund is the deposit of tax assessment revenues. Currently assessments are levied for SCWA Benefit Zones 4 through 8.

## **Major Budget Changes**

There are no major budget changes for FY 2020-21.

## **Program Discussion**

The Live Oak Canal Operations fund currently has no assigned staff and its functions are performed by County positions allocated in the Road Fund (3-100) and Engineering Services (1-920) budget units. Personnel, supplies, and equipment costs for the operation and maintenance tasks are funded within the Road Fund budget unit (3-100) and charged to this budget unit through the Professional Specialized Services account.

Capital improvements for new development impacts are funded within each water agency zone capital budget unit and are not part of this fund.

## **Recommended Budget**

FY 2020-21 recommended appropriations are \$125,003, which is a decrease of \$697 (0.6%) over the FY 2019-20 Adopted Budget. There is no Net County Cost in this budget unit. All funding is provided through tax assessments.

## **Use of Fund Balance**

The Live Oak Canal Operations fund contains a Restricted Fund Balance in the amount of \$217,055 as of July 1, 2019. It is estimated the Restricted Fund Balance will equal \$229,904 at July 1, 2020.

The FY 2020-21 Recommended Budget includes an Increase in Obligated Fund Balance of \$7,107.

Development Services Department  
Sutter County Water Agency Zone 2 (0-324),  
Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)

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*Neal Hay, Director*

**\*\* INDIVIDUAL ZONE BUDGETS FOLLOW NARRATIVE \*\***

## Purpose

Sutter County Water Agency (SCWA) Zones 2, 11, 12, & 13 were created to provide the mechanism needed to collect funds from properties within the respective Zones to reimburse the SCWA and local developers for new development drainage capital improvement projects benefitting properties within the Zones. These Zones are managed by the Development Services Department.

## Major Budget Changes

There are no major budget changes for FY 2020-21.

## Program Discussion

Zone 2 was created on May 27, 1980 under SCWA Resolution 80-3 WA with fees established under Ordinance 2 WA for capital improvements: the construction of a storm drain lateral in Franklin Road. External reimbursement agreements have been satisfied and there are no outstanding liabilities of the SCWA for this Zone. Planned improvements are complete. Most of the area within the zone has been developed and staff is reviewing the needs of the Zone for future disposition.

Zone 11 was created on December 4, 1990 under SCWA Resolution 90-5 WA with fees established under Ordinance 12 WA (as amended by SCWA Ordinance 16 WA) for capital improvements: the construction of a storm drain main in Walton and Smith Roads and upsized lines in the Sanborn Estates and Cypress Subdivisions. The final reimbursement agreement was paid in full during FY 2011-12. Planned improvements are complete.

Zone 12 was created on October 30, 1990 under SCWA Resolution 90-3 WA with fees established under Ordinance 13 WA (as amended by SCWA Ordinance 17 WA) for capital improvements: the construction of storm drain laterals in McKinley and Hooper Roads. Planned improvements are complete. No new development is expected this fiscal year. This agreement expired March 25, 2017.

Zone 13 was created on February 18, 1992 under SCWA Resolution 92-2 WA (as amended by SCWA Ordinance 15 WA) for capital improvements; the construction of storm drainage facilities. The facilities have been completed and have no other obligations. Most of the area within the zone has been developed and staff is reviewing the needs of the Zone for future disposition.

These budget units are financed by drainage connection/capital impact fees that are collected as development occurs. Funds are used for capital improvements within the zone. No annual maintenance assessment fees are levied within these zones.

**Development Services Department**  
**Sutter County Water Agency Zone 2 (0-324),**  
**Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)**

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*Neal Hay, Director*

## Recommended Budget

There are no recommended Professional and Specialized services appropriations for FY 2020-21, as there are no major projects anticipated for these zones. These budget units have minimal Interfund costs and Treasury Fees recommended for FY 2020-21.

Revenue from interest earned is recommended as follows:

- Zone 2 (0-324):       \$600
- Zone 11 (0-332):     \$3,000
- Zone 12 (0-333):     \$50
- Zone 13 (0-334):     \$1,500

There is no Net County Cost associated with these budget units. All funding is provided through charges, fees, and interest income.

## Use of Fund Balance

Each of the zone budget units contains a Restricted Fund Balance with the following July 1, 2019 Fund Balances and projected July 1, 2020 Fund Balances:

- Zone 2 (0-324)
  - Current       \$29,567
  - Projected     \$30,088
- Zone 11 (0-332)
  - Current       \$134,803
  - Projected     \$137,179
- Zone 12 (0-333)
  - Current       \$2,541
  - Projected     \$2,585
- Zone 13 (0-334)
  - Current       \$80,094
  - Projected     \$81,505

**Development Services Department**  
**Sutter County Water Agency Zone 2 (0-324),**  
**Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)**

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*Neal Hay, Director*

The FY 2020-21 Recommended Budget includes the following increases in Fund Balances:

- Zone 2 (0-324): Increase \$552
- Zone 11 (0-332): Increase \$2,789
- Zone 12 (0-333): Increase \$45
- Zone 13 (0-334): Increase \$1,372

Development Services Department  
 Sutter County Water Agency Zone 2 (0-324),  
 Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0324 - COUNTY WATER ZONE #2			Dept: 0324		
Unit Title: COUNTY WATER ZONE #2					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	1	1	0.0
OTHER CHARGES	41	36	41	47	14.6
INCREASES IN RESERVES	0	0	458	552	20.5
NET BUDGET	42	37	500	600	20.0
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	989	425	500	600	20.0
TOTAL OTHER REVENUE	989	425	500	600	20.0
<b>UNREIMBURSED COSTS</b>	-947	-388	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0



Development Services Department  
 Sutter County Water Agency Zone 2 (0-324),  
 Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0332 - COUNTY WATER ZONE #11			Dept: 0332		
Unit Title: COUNTY WATER ZONE #11					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	2	2	3	50.0
OTHER CHARGES	182	163	181	208	14.9
INCREASES IN RESERVES	0	0	2,317	2,789	20.4
NET BUDGET	183	165	2,500	3,000	20.0
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	4,433	1,940	2,500	3,000	20.0
CHARGES FOR SERVICES	2,203	0	0	0	0.0
TOTAL OTHER REVENUE	6,636	1,940	2,500	3,000	20.0
<b>UNREIMBURSED COSTS</b>	-6,453	-1,775	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

Development Services Department  
 Sutter County Water Agency Zone 2 (0-324),  
 Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0333 - COUNTY WATER ZONE #12			Dept: 0333		
Unit Title: COUNTY WATER ZONE #12					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	1	1	0.0
OTHER CHARGES	3	3	4	4	0.0
INCREASES IN RESERVES	0	0	45	45	0.0
NET BUDGET	4	4	50	50	0.0
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	85	37	50	50	0.0
TOTAL OTHER REVENUE	85	37	50	50	0.0
<b>UNREIMBURSED COSTS</b>	-81	-33	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

Development Services Department  
 Sutter County Water Agency Zone 2 (0-324),  
 Zone 11 (0-332), Zone 12 (0-333), Zone 13 (0-334)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0334 - COUNTY WATER ZONE #13			Dept: 0334		
Unit Title: COUNTY WATER ZONE #13					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	2	2	2	0.0
OTHER CHARGES	110	97	110	126	14.5
INCREASES IN RESERVES	0	0	1,388	1,372	-1.2
NET BUDGET	111	99	1,500	1,500	0.0
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	2,678	1,153	1,500	1,500	0.0
TOTAL OTHER REVENUE	2,678	1,153	1,500	1,500	0.0
<b>UNREIMBURSED COSTS</b>	-2,567	-1,054	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

**\*\* INDIVIDUAL ZONE BUDGETS FOLLOW NARRATIVE \*\***

## Purpose

Sutter County Water Agency (SCWA) Zones 4 through 8 were created to construct and maintain drainage structures to support new development on the West Side of Yuba City and are managed by the Development Services Department.

Beginning in FY 2013-14, these budget units only accrue the revenues derived from drainage connection/impact fees and expense for the construction of improvements planned for each zone. A separate budget unit, the Live Oak Canal Operations Fund (0-321) is used to consolidate the benefit assessment revenues for the five zones and expense the costs for operating and maintaining the Live Oak Canal and its appurtenances that benefit all five zones.

Zone 4 was created on April 13, 1982 under SCWA Resolution 82-3 WA with fees established under Ordinance 4 WA (as amended by SCWA Ordinance 14 WA and Ordinance 19WA) for capital improvements; enlarging all culvert crossings of the Live Oak Canal from Butte House Road to Franklin Road and enlarging the canal from Pease Road to Franklin Road. Some enlargement of the canal has occurred over the years and replacement of the pipe under Hwy 20 has been completed.

Zone 5 was created on May 1, 1984 under SCWA Resolution 84-2 WA with fees established under Ordinance 7 WA for capital improvements; enlarging all culvert crossings of the Live Oak Canal and the canal itself from Pease Road to Franklin Road. Some enlargement of the canal has occurred over the years and replacement of the pipe under Highway 20 has been completed.

Zone 6 was created on November 4, 1986 under SCWA Resolution 86-1 WA with fees established under Ordinance 8 WA (as amended by SCWA Ordinance 21 WA and Ordinance 8 WA) for capital improvements; enlarging all culvert crossings of the Live Oak Canal from Butte House Road to Franklin Road and enlarging the canal from Pease Road to Franklin Road. Some enlargement of the canal has occurred over the years and replacement of the pipe under Hwy 20 has been completed. On August 14, 2001, a reimbursement agreement was entered into with Harter Packing and The Home Depot for the construction of a main pipeline and canal along the Union Pacific Railroad (UPRR) right of way from the Harter Packing property to the Live Oak Canal. Sunset date on the reimbursement agreement is August 14, 2021.

Zone 7 was created on April 21, 1987 under SCWA Resolution 87-2 WA with fees established under Ordinance 9 WA for capital improvements; enlarging all culvert crossings of the Live Oak Canal and the canal itself south of Zone 7. Some enlargement of the canal has occurred over the years and replacement of the pipe under Highway 20 has been completed.

Zone 8 was created on September 12, 1989 under SCWA Resolution 89-3 WA (as amended by Resolution 02-001 WA) with fees established under Ordinance 10 WA (as amended by SCWA Ordinance 22 WA) for capital improvements; enlarging all culvert crossings of the Live Oak Canal and the canal itself south of Zone 8, construction of 6,200 feet main pipeline along the south side

# Development Services Department Sutter County Water Agency Zones 4-8 (0-326 - 0-330)

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*Neal Hay, Director*

of Franklin Road from the Live Oak Canal to El Margarita Road and extending north 2,140 feet along El Margarita Road. On July 25, 2005 a reimbursement agreement was entered into with Yuba City Unified School District for the construction of an oversized pipeline to provide capacity for the northern 225 acres of the zone. Sunset date on the agreement is July 26, 2035.

The Water Zone budgets are managed by the Water Resources Division of the Development Services Department.

## Major Budget Changes

### Other Charges

- Various increases to IF Engineering charges in each zone due to staff time anticipated for the canal monitoring gauges project

## Program Discussion

These funds are used primarily for capital improvements consistent with the project list in the engineer reports for each zone. Some projects benefit multiple zones. Revenues for each Zone of Benefit budget unit are collected from one-time fees for drainage connections as new homes and commercial structures are built. One-time revenues are reserved for designated upgrades and improvements to the system.

## Recommended Budget

Recommended FY 2020-21 appropriations include Professional/Specialized Services and Interfund Engineering charges in each of the five zones for a project to install canal monitoring gauges.

Revenue from Interest earned is recommended as follows:

- Zone 4 (0-326): \$6,500
- Zone 5 (0-327): \$15,000
- Zone 6 (0-328): \$12,000
- Zone 7 (0-329): \$5,500
- Zone 8 (0-330): \$500

There are is Net County Cost in any of these budget units. Assessments within the Zones of Benefit are reviewed and adjusted annually.

## Use of Fund Balance

Each of the zone budget units contains a Restricted Fund Balance with the following July 1, 2019 Fund Balances and projected July 1, 2020 Fund Balances:

- Zone 4 (0-326)
  - Current           \$316,864
  - Projected       \$320,465
  
- Zone 5 (0-327)
  - Current           \$746,739
  - Projected       \$757,868
  
- Zone 6 (0-328)
  - Current           \$594,341
  - Projected       \$602,866
  
- Zone 7 (0-329)
  - Current           \$274,951
  - Projected       \$277,813
  
- Zone 8 (0-330)
  - Current           \$22,652
  - Projected       \$21,100

The FY 2020-21 Recommended Budget includes the following cancellation of Obligated Fund Balances:

- Zone 4 (0-326): Decrease (\$8,960)
- Zone 5 (0-327): Decrease (\$21,417)
- Zone 6 (0-328): Decrease (\$15,243)
- Zone 7 (0-329): Decrease (\$7,920)
- Zone 8 (0-330): Decrease (\$639)

Development Services Department  
 Sutter County Water Agency Zones 4 - 8 (0-326 - 0-330)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0326 - COUNTY WATER ZONE #4			Dept: 0326		
Unit Title: COUNTY WATER ZONE #4					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/07/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	2	3	8,004	6,493	-18.9
OTHER CHARGES	478	417	2,413	8,967	271.6
NET BUDGET	480	420	10,417	15,460	48.4
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	10,592	4,560	5,000	6,500	30.0
CANCELLATION OF OBLIGATED FB	0	0	5,417	8,960	65.4
TOTAL OTHER REVENUE	10,592	4,560	10,417	15,460	48.4
<b>UNREIMBURSED COSTS</b>	-10,112	-4,140	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

Development Services Department  
 Sutter County Water Agency Zones 4-8 (0-326 - 0-330)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0327 - COUNTY WATER ZONE #5			Dept: 0327		
Unit Title: COUNTY WATER ZONE #5					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/07/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	4	8	8,010	15,286	90.8
OTHER CHARGES	1,125	980	3,045	21,131	594.0
NET BUDGET	1,129	988	11,055	36,417	229.4
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	24,966	10,746	10,017	15,000	49.7
CANCELLATION OF OBLIGATED FB	0	0	1,038	21,417	1,963.3
TOTAL OTHER REVENUE	24,966	10,746	11,055	36,417	229.4
<b>UNREIMBURSED COSTS</b>	-23,837	-9,758	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0



Development Services Department  
 Sutter County Water Agency Zones 4-8 (0-326 - 0-330)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0328 - COUNTY WATER ZONE #6				Dept: 0328	
Unit Title: COUNTY WATER ZONE #6					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 05/29/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	3	6	8,008	12,169	52.0
OTHER CHARGES	4,705	718	2,765	15,074	445.2
NET BUDGET	4,708	724	10,773	27,243	152.9
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	19,956	8,553	8,901	12,000	34.8
CANCELLATION OF OBLIGATED FB	0	0	1,872	15,243	714.3
TOTAL OTHER REVENUE	19,956	8,553	10,773	27,243	152.9
<b>UNREIMBURSED COSTS</b>	-15,248	-7,829	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

Development Services Department  
 Sutter County Water Agency Zones 4-8 (0-326 - 0-330)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0329 - COUNTY WATER ZONE #7			Dept: 0329		
Unit Title: COUNTY WATER ZONE #7					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/07/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	2	3	8,004	5,635	-29.6
OTHER CHARGES	412	366	2,357	7,785	230.3
NET BUDGET	414	369	10,361	13,420	29.5
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	9,318	3,956	4,500	5,500	22.2
CANCELLATION OF OBLIGATED FB	0	0	5,861	7,920	35.1
TOTAL OTHER REVENUE	9,318	3,956	10,361	13,420	29.5
<b>UNREIMBURSED COSTS</b>	-8,904	-3,587	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

Development Services Department  
 Sutter County Water Agency Zones 4-8 (0-326 - 0-330)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0330 - COUNTY WATER ZONE #8			Dept: 0330		
Unit Title: COUNTY WATER ZONE #8					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/07/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	1	1	8,001	474	-94.1
OTHER CHARGES	48	29	1,981	665	-66.4
NET BUDGET	49	30	9,982	1,139	-88.6
<b>REVENUE</b>					
REVENUE USE MONEY PROPERTY	811	326	400	500	25.0
CANCELLATION OF OBLIGATED FB	0	0	9,582	639	-93.3
TOTAL OTHER REVENUE	811	326	9,982	1,139	-88.6
<b>UNREIMBURSED COSTS</b>	-762	-296	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

# Development Services Department Sutter County Water Agency Zone 9 (0-331)

Neal Hay, Director

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: <b>0331 - COUNTY WATER ZONE #9</b>				Dept: <b>0331</b>	
Unit Title: <b>COUNTY WATER ZONE #9</b>					
	<b>2018-2019 Actual Expenditure</b>	<b>2019-2020 YTD as of 05/29/2020</b>	<b>2019-2020 Adopted Budget</b>	<b>2020-2021 CAO Recommended</b>	<b>2019-2020 % Change Over</b>
<b>EXPENDITURES</b>					
SERVICES AND SUPPLIES	14,711	4,785	5,205	5,206	0.0
OTHER CHARGES	46	30	37	46	24.3
INCREASES IN RESERVES	0	0	458	348	-24.0
NET BUDGET	14,757	4,815	5,700	5,600	-1.8
<b>REVENUE</b>					
TAXES	5,244	4,951	5,200	5,200	0.0
REVENUE USE MONEY PROPERTY	964	297	500	400	-20.0
TOTAL OTHER REVENUE	6,208	5,248	5,700	5,600	-1.8
<b>UNREIMBURSED COSTS</b>	8,549	-433	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

Zone 9 was created on November 20, 1990 under Sutter County Water Agency (SCWA) Resolution 90-4 WA with an annual property tax assessment established under Ordinance 11-WA for operations and maintenance; the repair, maintenance, and administration of drainage facilities and structures that accommodate the storm water runoff from the Zone. The revenues pay for the costs to operate a collection system in the Zone, a detention/retention basin, and storm response to drainage problems.

SCWA Zone 9 is managed by the Water Resources Division of the Development Services Department.

There are no connection/capital impact fees collected within the Zone.

## Major Budget Changes

There are no major budget changes for FY 2020-21.

## Program Discussion

SCWA Zone 9 was created to provide a mechanism to collect funds from properties to pay for operations and maintenance of the drainage system serving properties within the Zone.

# Development Services Department Sutter County Water Agency Zone 9 (0-331)

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*Neal Hay, Director*

This budget unit is financed by annual drainage maintenance assessment fees levied within this Zone. Although this pre-Proposition 218 assessment has an adjustment for inflation authorized, the adjustment was not made in recent years as decided by the SCWA Board of Directors, so the current assessment is less than the maximum assessment allowed by law.

Revenues for the Zone of Benefit are collected from property assessments on the lots within the Zone of Benefit. Operations and maintenance for the zone is performed by Sutter County staff. Starting in FY 2010-11, per direction of the SCWA Board of Directors, this budget unit is directly charged for services as operations and maintenance services are provided.

## Recommended Budget

Recommended appropriations for FY 2020-21 are \$5,600, a decrease of \$100 (1.8%) over the FY 2019-20 Adopted Budget. There is no Net County Cost associated with this budget unit.

## Use of Fund Balance

SCWA Zone 9 fund contains a Restricted Fund Balance in the amount of \$19,966 as of July 1, 2019. It is estimated the Committed Fund Balance will equal \$11,341 at July 1, 2020.

The FY 2020-21 Recommended Budget includes an increase in Obligated Fund Balance in the amount of \$348.

# Development Services Department Rio Ramaza Wastewater Fund (0-395)

Neal Hay, Director

COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021					
Fund: 0395 - RIO RAMAZA COMMUNITY SRVC DIST				Dept: 0395	
Unit Title: RIO RAMAZA COMMUNITY SRVC DIST					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/07/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	3,736	0	0	0	0.0
SERVICES AND SUPPLIES	12,485	24,890	49,993	49,486	-1.0
OTHER CHARGES	2,122	239	288	424	47.2
NET BUDGET	<u>18,343</u>	<u>25,129</u>	<u>50,281</u>	<u>49,910</u>	<u>-0.7</u>
<b>REVENUE</b>					
TAXES	3,388	3,350	3,400	3,400	0.0
FINES, FORFEITURES, PENALTIES	526	0	0	0	0.0
REVENUE USE MONEY PROPERTY	5,014	2,002	2,500	3,000	20.0
INTERGOVERNMENTAL REVENUES	39	37	100	100	0.0
CHARGES FOR SERVICES	4,888	3,801	4,670	4,660	-0.2
CANCELLATION OF OBLIGATED FB	0	0	39,611	38,750	-2.2
TOTAL OTHER REVENUE	<u>13,855</u>	<u>9,190</u>	<u>50,281</u>	<u>49,910</u>	<u>-0.7</u>
<b>UNREIMBURSED COSTS</b>	4,488	15,939	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The Rio Ramaza Wastewater Fund (RRWF) was originally established to provide sewer and water service to the Rio Ramaza Mobile Home Park. These utility services were assumed by Sutter County when the Rio Ramaza Community Services District was dissolved by resolution of the Local Agency Formation Commission on April 12, 1972. In 1992, individual wells for the remaining nine service connections were installed using Community Development Block Grant funding and the community water system was shut down. Only wastewater service is currently provided to the community of Rio Ramaza.

This budget unit is funded by both monthly user fees and local ad valorem tax revenues on the parcels in the Rio Ramaza subdivision.

This budget unit is administered by the Development Services Department. County staff provided required services in the past, however at the end of FY 2018-19 this changed to contracted services and will continue into FY 2020-21.

## Major Budget Changes

There are no major budget changes for FY 2020-21.

## **Program Discussion**

The Rio Ramaza Subdivision is located on the southern edge of Sutter County, just north of the Sacramento International Airport.

The RRWF provides resources to operate and maintain a wastewater collection system with collection mains and a pumping station. The plant consists of an evaporation pond and operates under the California Central Valley Regional Water Quality Control Board Waste Discharge Requirements Order #88-012. The Sutter County Development Services Department provides State certified personnel, through contracted services, to manage and operate the system. Those costs are charged to the RRWF.

The RRWF receives revenues from user fees, currently at \$55.00 per residence (equivalent dwelling unit), per month, and an ad valorem property tax on all parcels in the park. The annual user fees and tax revenues are less than the costs to operate the system. However, the fund still has a balance from the proceeds of the dissolved Community Services District that is reduced every year to operate the system.

Most of the properties served in the Subdivision are vacant and many are owned by Sacramento County. Seven active accounts remain in the system. Due to the subdivision's location along the flight path of the airport, the Sacramento County Board of Supervisors has allocated, and continues to allocate, funds to the Sacramento Metro Airport Authority for the acquisition of all properties in the Rio Ramaza Subdivision. Properties are to be acquired only when the property owner wishes to sell.

## **Recommended Budget**

Recommended appropriations for FY 2020-21 are \$49,910, which is a decrease of \$371 (0.7%) from the FY 2019-20 Adopted Budget. There is no Net County Cost from this budget unit.

## **Use of Fund Balance**

The Rio Ramaza Wastewater Fund contains a Restricted Fund Balance in the amount of \$147,266 as of July 1, 2019. It is estimated the Restricted Fund Balance will equal \$115,423 on July 1, 2020.

The FY 2020-21 Recommended Budget includes a Cancellation of Fund Balance in the amount of \$38,750.

# Development Services Department Water Works District #1 (4-400)

Board of Directors

<b>COUNTY OF SUTTER EXECUTIVE SUMMARY Fiscal Year 2020-2021</b>					
Fund: 4400 - SUTTER CO WATERWORKS DIST #1				Dept: 4400	
Unit Title: SUTTER CO WATERWORKS DIST #1					
	2018-2019 Actual Expenditure	2019-2020 YTD as of 06/10/2020	2019-2020 Adopted Budget	2020-2021 CAO Recommended	2019-2020 % Change Over
<b>EXPENDITURES</b>					
SALARIES AND EMPLOYEE BENEFITS	54,389	0	0	0	0.0
SERVICES AND SUPPLIES	176,998	220,638	291,793	226,726	-22.3
OTHER CHARGES	6,757	16,325	25,207	17,595	-30.2
CAPITAL ASSETS	594,829	930,608	1,107,791	44,000	-96.0
NET BUDGET	<u>832,973</u>	<u>1,167,571</u>	<u>1,424,791</u>	<u>288,321</u>	<u>-79.8</u>
<b>REVENUE</b>					
FINES, FORFEITURES, PENALTIES	6,717	584	400	0	-100.0
REVENUE USE MONEY PROPERTY	8,583	-318	3,400	3,100	-8.8
INTERGOVERNMENTAL REVENUES	178,105	44,735	1,167,209	79,000	-93.2
CHARGES FOR SERVICES	253,057	211,589	253,782	206,221	-18.7
MISCELLANEOUS REVENUES	0	3,425	0	0	0.0
TOTAL OTHER REVENUE	<u>446,462</u>	<u>260,015</u>	<u>1,424,791</u>	<u>288,321</u>	<u>-79.8</u>
<b>UNREIMBURSED COSTS</b>	386,511	907,556	0	0	0.0
<b>ALLOCATED POSITIONS</b>	0.00	0.00	0.00	0.00	0.0

## Purpose

The Sutter County Waterworks District No. 1 (District) is responsible for providing wastewater service to the community of Robbins. The District previously provided water service to the community as well. A transfer of the water system to Golden State Water Company is scheduled to take effect halfway through FY 2020-21. The wastewater system servicing the community is comprised of a Septic Tank Effluent Pumping (STEP) system, pressurized collection lines, and a biological filter treatment plant. The wastewater system treats, on average, 8.2 million gallons of wastewater per year.

The original water system in the community of Robbins was designed, installed, and maintained by the Sutter Basin Corporation, the company that created the subdivision of Robbins. Wastewater was disposed of using private septic systems. At the request of the Sutter Basin Corporation, the Sutter County Waterworks District No. 1 was formed in 1986 for the purpose of upgrading water service infrastructure. In 1998, due to the inability of the septic services to properly operate in a high ground water environment, the District expanded its services to include sewer service.

The District is a separate, but dependent, district and the Sutter County Board of Supervisors sits as the Board of Directors of the District.



This budget is prepared and administered by the Administration and Finance Division of the Development Services Department. The budget unit operates as a separate fund and reflects the cost of operating and maintaining the wastewater system at the Community of Robbins.

## **Major Budget Changes**

Overall major budget change due to the transfer of the water system to Golden State Water Company scheduled to be effective halfway through FY 2020-21. This is the explanation for the significant changes from the FY 2019-20 Adopted Budget to the FY 2020-21 Recommended Budget.

### **Expenditures**

#### **Services & Supplies**

- (\$42,677) Overall decrease to Professional/Specialized Services related to continuing to provide the services for half the year
- (\$16,150) Decrease to the Utilities account for half the year of Utility services

#### **Capital Assets**

- (\$1,101,791) Overall decrease in Capital Asset purchases to account for the transfer of services halfway through the year
- \$44,000 Increase associated with the purchase of land necessary to effectuate the transfer of services halfway through the year

### **Revenues**

- (\$1,088,2097) Reduction in State Grant revenues associated with the infrastructure upgrade project and its completion prior to the services transfer
- (\$47,724) Reduction in Water Service revenue associated with the transfer of services halfway through the year

## **Program Discussion**

The District provides resources to operate and maintain a public wastewater system. The budget unit consists of 4400-02 Wastewater Service.

The Wastewater Service Program (02) provides wastewater service to a possible 93 connections, with on-site septic tank primary treatment; pressurized collection mains; and decant water

# Development Services Department Water Works District #1 (4-400)

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*Board of Directors*

secondary treatment plant with evaporation pond disposal of final treated effluent. The collection system and plant operate under the California Central Valley Regional Water Quality Control Board Waste Discharge Requirements Order #96-137, as amended.

The Sutter County Development Services Department provides State-certified personnel to manage and operate the wastewater system. Those costs are charged to the District.

## Recommended Budget

Recommended appropriations for FY 2020-21 are \$288,321. The budget reflects the total expenditures associated with Operations & Maintenance, and Structure Improvements/Capital Expenses. The total change over the FY 2019-20 Adopted Budget is a decrease of \$1,136,470 (79.8%), reflecting transfer of the district to Golden State Water Company midway through the budget year. There is no Net County Cost in this budget unit.

The majority of the District's expenses has been associated with maintenance and operations. This category includes supplies and materials, electricity, chemicals, professional services, monitoring, state permits, repair and maintenance expenses, staff expenses for the operator and engineering support staff, and other costs associated with operating the wastewater system. There are also administrative costs incurred by the District, such as costs associated with performing utility billing and accounting services for the District.

Approved service rates do not generate enough operating revenue to cover the non-cash Depreciation Expense of \$126,069 for the wastewater system. Historically, the replacement costs for infrastructure have been provided by State grants.

## Use of Fund Balance

This fund contains a Net Assets Balance in the amount of \$1,831,695 as of July 1, 2019, including investment in fixed assets. It is estimated that the Net Assets Balance will be \$1,845,600 on July 1, 2020.

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